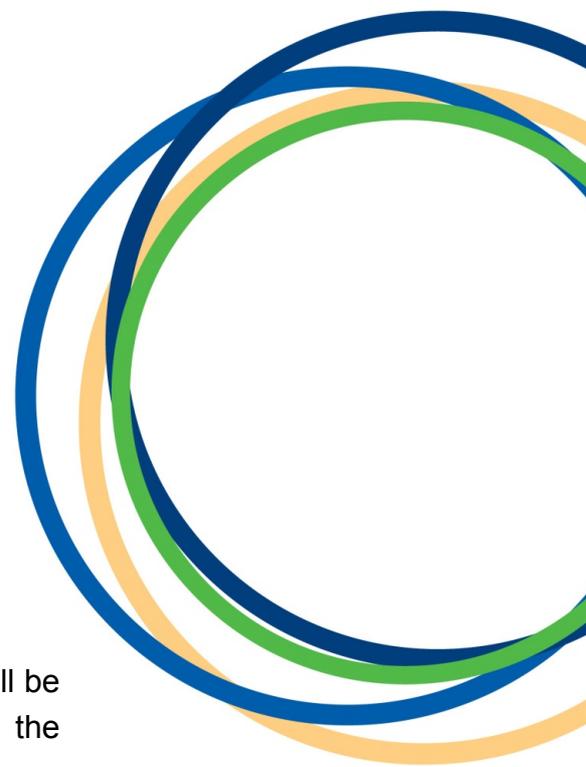


Agenda

Overview and Scrutiny Committee



Thursday, 11 June 2020 at 7.30 pm

Remote meeting via video link



This meeting will be held **remotely**. Members will be provided with the details of how to connect to the meeting one day before the meeting.



Members of the public may observe the proceedings live on the Council's [YouTube](#) channel.

Members:

M. S. Blacker
G. Buttironi
J. C. S. Essex
R. J. Feeney
K. Foreman
N. D. Harrison
J. Hudson
N. C. Moses

S. Parnall
J. Paul
J. E. Philpott
K. Sachdeva
S. Sinden
R. S. Turner
S. T. Walsh

Substitutes:

Conservatives:

D. Allcard, F. Kelly, J. P. King, R. Michalowski, C. M. Neame and C. Stevens

Residents Group:

G. Adamson, J. S. Bray and C. T. H. Whinney

Green Party:

H. Brown, S. McKenna and R. Ritter

Liberal Democrats

S. A. Kulka

John Jory, Chief Executive

For enquiries regarding this agenda;

Contact: Democratic Services (01737 276182)

Email: Democratic@reigate-banstead.gov.uk

Published 03 June 2020

1. Election of Chair

To elect a Chair of the Committee for this Municipal Year 2020/21.

2. Election of Vice-Chair

To elect a Vice-Chair of the Committee for this Municipal Year 2020/21.

3. Apologies for absence and substitutions

To receive any apologies for absence and notification of any substitute Members in accordance with the Constitution.

4. Minutes

(Pages 5 - 12)

To confirm as a correct record the Minutes of the previous meeting.

5. Declarations of interest

To receive any Declarations of Interest (including the existence and nature of any Party Whip).

6. To agree a start time for meetings of Overview and Scrutiny

The Committee is asked to agree its preferred start time for meetings for 2020/21.

AUDIT REPORTS

7. Internal audit 2019/20 - annual report and opinion

(Pages 13 - 30)

To note the annual report and opinion 2019/20 and make any observations on the report to the Council's Chief Financial Officer.

OVERVIEW AND SCRUTINY REPORTS

8. Quarterly Performance Report Q4 2019/20 and Provisional Budget Outturn Report Q4 2019/20 (Pages 31 - 66)

To consider progress in the Council's performance for the fourth quarter in the year 2019/20, including KPIs and risk management, and make any observations to the Executive.

9. Constitution of Recovery Scrutiny Panel and Evaluating Overview and Scrutiny Panel (Pages 67 - 70)

To receive a report on the constitution of a Recovery Scrutiny Panel and an Evaluating Overview and Scrutiny Panel for the year 2020/21.

10. Covid-19 - Response to Date and Recovery Workstreams (Pages 71 - 74)

To receive a verbal update on the Council's response to the Covid-19 emergency and the Recovery workstreams.

11. Overview and Scrutiny Committee: Annual Report 2019/20 (Pages 75 - 90)

To approve the Annual Report of the Committee for recommendation to Council, and to make any additional observations to Council.

12. Local Development Framework Scrutiny Panel: Notes from meeting (Pages 91 - 94)

To note the LDF Scrutiny Review Panel review of the public consultation responses of the Draft Supplementary Planning Documents from the Panel meeting in February.

13. Future Work Programme (Pages 95 - 110)

To consider updates to the Work Programme for the Overview and Scrutiny Committee for 2020/21 and to consider the Action Tracker from the previous meeting.

14. Any other urgent business

To consider any item(s) which, in the opinion of the Chairman, should be considered as a matter of urgency - Local Government Act 1972, Section 100B(4)(b).

(NOTE: Under the Committee and Sub-Committee Procedure Rules set out in the Constitution, items of urgent business must be submitted in writing but may be supplemented by an oral report.)

15. Executive

To consider any items arising from the Executive which might be subject to the 'call-in' procedure in accordance with the provisions of the Overview and Scrutiny Procedure Rules set out in the Constitution.



Our meetings

As we would all appreciate, our meetings will be conducted in a spirit of mutual respect and trust, working together for the benefit of our Community and the Council, and in accordance with our Member Code of Conduct. Courtesy will be shown to all those taking part.



Streaming of meetings

Meetings are broadcast live on the internet and are available to view online for six months. A recording is retained for six years after the meeting. In attending any meeting, you are recognising that you may be filmed and consent to the live stream being broadcast online, and available for others to view.



Accessibility

The Council's agenda and minutes are provided in English. However, the Council also embraces its duty to anticipate the need to provide documents in different formats, such as audio, large print or in other languages. The Council will provide such formats where a need is identified prior to publication or on request.



Notice is given of the intention to hold any part of this meeting in private for consideration of any reports containing "exempt" information, which will be marked accordingly.

BOROUGH OF REIGATE AND BANSTEAD

OVERVIEW AND SCRUTINY COMMITTEE

Minutes of a meeting of the Overview and Scrutiny Committee held at the New Council Chamber - Town Hall, Reigate on Thursday, 20 February 2020 at 7.30 pm.

Present: Councillors N. D. Harrison (Chair), S. T. Walsh (Vice-Chair), R. Absalom, M. S. Blacker, G. Buttironi, J. C. S. Essex, R. J. Feeney, J. Hudson, F. Kelly, J. P. King, R. Michalowski, J. E. Philpott, R. S. Turner and S. McKenna (Substitute)

Also present: Councillors R. Biggs, N. Bramhall, E. Humphreys, V. Lewanski and T. Schofield

36. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Committee Members: Councillor K. Sachdeva.

Councillor S. Sinden was substituted for by Councillor S. McKenna.

37. ELECTION OF VICE-CHAIR

Members elected a Vice-Chair for this Committee for the remainder of the Municipal Year 2019/20. Councillor S. Walsh was nominated for the position of Vice-Chair, proposed by Councillor G. Buttironi and seconded by Councillor M. Blacker. Councillor S. Walsh was duly elected Vice-Chair.

38. MINUTES

RESOLVED – the Minutes of the previous meeting on 11 February 2020 were approved as a correct record and signed.

39. DECLARATIONS OF INTEREST

Councillor J. Essex declared a non-pecuniary interest as a director of Furnistore.

There were no other declarations of interest.

40. PROGRESS UPDATE ON 2019/2020 STATEMENT OF ACCOUNTS

Members considered a progress update on the Council's Statement of Accounts 2019/20 to date following a request from Committee Members in October 2019. Councillor T. Schofield, Portfolio Holder for Finance, gave an overview of preparations for publishing the 2019/20 Statement of Accounts. The report to the Committee included an overview of progress on lessons learnt from the previous financial year and actions planned for the 2019/20 closedown. This included

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specialist accounting support to develop the valuation information in the property assets register and working with the Council's external auditors (Deloitte LLP) to improve the quality of the annual Statement of Accounts and supporting information, including establishing a Grants Register.

Members commented on the ongoing valuation of property assets work that included processes to reflect best practice and the CIPFA Code of Practice. The Interim Head of Finance and Assets confirmed that the assets register was being reviewed and updated to ensure compliance with the Code. Further detail would be provided at a future meeting of the Committee.

RESOLVED – that the progress update on Statement of Accounts 2019/20 and the observations of the Committee be noted.

41. PORTFOLIO HOLDER BRIEFING - PLACE PORTFOLIOS

Committee Members received a briefing and presentations from three Executive Members responsible for Place Portfolio areas: Councillor R. Biggs, Portfolio Holder for Planning Policy, Councillor E. Humphreys, Portfolio Holder for Place and Economic Prosperity, and Councillor N. Bramhall, Portfolio Holder for Neighbourhood Services.

The Chair, Councillor N. Harrison, also introduced the Director of Place Services, Luci Mould, and the Head of Planning, Head of Economic Prosperity and Head of Neighbourhood Operations.

Councillor R. Biggs, Portfolio Holder for Planning Policy, gave an overview of achievements during the 2019/20 on planning policy which included the adoption of the Development Management Plan (DMP) on 26 September 2019, following public examination in 2018. Councillor Biggs thanked officers for their work to complete the DMP. The Portfolio Holder gave Members updates on the Community Infrastructure Levy (CIL), the Core Strategy Review and updated Members on Transport and work with Surrey County Council, Highways England, and Network Rail to improve infrastructure in the Borough. He also gave an update on the work of the Southern Building Control Partnership with Tandridge and Mole Valley District Councils and added that the Partnership's financial performance had improved year on year.

Members asked questions and discussed the following topics:

- **Permitted development** – Members asked about permitted development in relation to office conversions to residential properties and the planning policy position going forward. It was noted that the Council did not agree or control this current central government policy, but they were working hard to influence local MPs to press for a change in national policy.
- **Supplementary Planning Documents (SPDs)** – Members discussed the plan for preparing SPDs to provide detailed guidance to help implement DMP policies and asked about priorities. The Head of Planning updated Members on the recent public consultation on four SPDs which were due to be adopted by Executive and Council in April. The SPDs were: Affordable Housing, Barn and Farm Conversions, Historic Parks and Gardens and Reigate Shopfront SPDs. The next step was preparing an SPD for Horley

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Business Park. A Member group (DMAG) would be set up later in the year to look at other potential SPDs. Chair, Cllr N. Harrison, noted that a meeting of the reconvened Local Development Framework Scrutiny Review Panel, a task group of Overview and Scrutiny Committee, had taken place to review the public consultation on the SPDs and was due to be discussed at this Committee at its meeting on 16 April 2020.

- **Building control** – Members asked about updated fire safety building controls that were emerging following lessons learned from the Grenfell fire disaster in London and the ongoing Public Inquiry, inspections and public scrutiny. It was noted that there would be a number of recommendations and legislative changes for building inspectors that would have an impact on the work of Southern Building Control Partnership going forward. Members thanked Southern Building Control Partnership inspectors for their work including in the north of the Borough where inspectors had worked at the weekend to prevent potential damage and danger to lives. Members asked for contact details for replying to specific building control questions.
- **Transport infrastructure** – Members asked for an update on Surrey County Council and Highways work in the north of the Borough. It was confirmed that the long-term five to ten-year infrastructure plan covered the whole of Reigate & Banstead Borough.
- **Community Infrastructure Levy (CIL)** – It was noted that over £2m had been secured with a further £4m due. Over £700,000 had been spent on infrastructure projects agreed by the Executive out of the 80% Strategic CIL allocation, including two secondary schools: St Bede's School expansion (£250,000) and Oakwood School expansion (£250,000). Members asked if the building work had been completed on these two schools which was project managed by Surrey County Council. Members expressed concerns that Reigate and Banstead Borough Council's CIL funding was supporting Surrey County Council projects and asked how this compared with other local authorities. It was noted that these strategic local infrastructure projects benefited the Borough's residents as a whole, were still in early stages of completion and CIL funding arrangements would be reviewed next year to make sure the public money had been spent wisely. An annual report on the use of CIL funding was a statutory requirement. Chair, Cllr N. Harrison, said that the Committee would scrutinise future strategic and local CIL funding and would ask to bring these issues to the Committee in due course.

Members next heard a presentation from Councillor E. Humphreys, Portfolio Holder for Place and Economic Prosperity. Councillor Humphreys gave an update on his following portfolio areas: Horley Business Park, Gatwick/Heathrow Airports, local business support, Marketfield Way, Horley Master Plan and Preston regeneration.

Members discussed the following topics:

- **Horley Business Park** – this was in the early stages of development and engagement with partners, including Gatwick Airport was needed to understand access issues/expansion proposals. The site had been allocated for employment purposes in the DMP in September 2019. It was noted that transport infrastructure included a proposed service road infrastructure from the M23.
- **Heathrow and Gatwick Airports** – both Heathrow and Gatwick airports were progressing expansion plans and flight path changes. Key meetings

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had been held and officers were responding to consultations. Further consultations were anticipated in the year ahead on Gatwick Airport's plans and more detail from them was required on their high impact proposals which included use of their emergency runway. It was noted that the planning authorities were Crawley and West Sussex councils whose residents would have the biggest input on the proposals. Officers were working in co-ordination with other local authorities. It was noted that Gatwick was important to the area as an employer and transport hub but also generated the largest number of complaints about aircraft noise and concern about carbon emissions. Members sought reassurance that Gatwick Airport's owners were consulting fully with local authorities on their expansion plans, particularly on the increase in the number of passengers and flights, increased carbon emissions and the impact on climate change. Councillor E. Humphreys noted Members' comments about future consultation on proposed aircraft expansion and said aircraft were becoming more carbon neutral in the years ahead. It was noted that the Council had less input to the full consultation on Heathrow Airport as it was not a neighbouring local authority although it could respond on proposed flight paths.

Chair, Councillor N. Harrison, noted that as there were further Member questions on major public consultations such as Gatwick Airport, Members and Officers should look at how best to work together on public consultation responses. Officers would take this forward with Portfolio Holders.

- **Environmental sustainability** – it was noted that an environmental sustainability workshop with Members was due to take place in early March which was a forum for Members to share ideas and comment on current issues and consultations.
- **Local Enterprise Partnership (LEP) and Local Industrial Strategy** – the Leader of Council, Councillor M. Brunt, had joined the Local Enterprise Partnership (LEP) Board and there was officer representation on the Local Industrial Strategy (LIS) Programme Board. The Council was actively engaged with Coast to Capital (C2C). LIS proposals were drafted and under discussion.
- **Supporting local businesses** – it was noted that 37 business support grants worth £36,978 had been awarded since April 2019 to help local businesses. Feedback was positive and many grant recipients had grown their businesses and taken on new staff. Members asked for a written response giving more detail on how the grants had been used by local businesses.
- **Reigate & Banstead Business Awards** – it was noted that the awards in June 2019 had 57 nominations. Members were encouraged to promote the awards to their local businesses for this year's awards as it was a great way to recognise and promote the work of local companies. Members highlighted work with local schools and colleges as well as support for taking on apprentices. Members discussed how to encourage new businesses and local shops in town centres and how the Council could support them to start, develop and grow businesses and improve long term survival rates and company growth. It was noted that Canon was due to close its offices in Reigate, but Fidelity was growing in the north of the Borough.
- **Development projects** – Place Delivery Services had taken on responsibility for the Council's development projects. A new development

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manager had been appointed who had taken a comprehensive review of the Council's three main housing projects: Cromwell Road, Pitwood Park and Lee Street.

- **Marketfield Way in Redhill** – it was noted that significant progress had been made on this project. The construction company Vinci had started enabling and demolition works in January. It was confirmed that hoardings would go up round the site shortly. The end date was projected to be mid 2022. New project management and quantity surveyors had been appointed. Priorities for 2020/21 included finalising and entering into an agreement for lease with the cinema operator and preparing a lettings strategy for the retail space and updating marketing material. It was noted that risks were captured on a risk register and discussed monthly with the Portfolio Holder (sooner if needed). Councillor E. Humphreys thanked Councillor S. Walsh for his input into these projects and thanked officers for their continuing work.
- **Horley Master Plan** – this progressed well in 2019/20 with a comprehensive upgrade of the pedestrian precinct in the town centre and proposed plans for a new community hall. Members noted that there had been problems with ground repair and drainage works in Horley by UK Power Networks which had resulted in complaints from retailers.
- **Preston Regeneration** – work included a new youth shelter and a closed-circuit television camera linked to Surrey Police. A public consultation exercise had been carried out on plans to undertake highway works on Chetwode Road and Homefield Gardens.
- **Projects and performance milestones** – Members discussed the process for regular Committee updates on development projects which included quarterly updates to the Committee on performance. It was noted that some information was commercially confidential, but Members could be informed via written responses.

Members had a presentation from Councillor N. Bramhall, Portfolio Holder for Neighbourhood Operations. Cllr Bramhall gave an update on her portfolio areas: Refuse, Recycling and Cleansing, Regulatory Services, Fleet Management and Greenspaces. Highlights included collecting recycling and waste from 64,000 households (including 7100 tonnes of paper, 6400 tonnes of mixed recycling and 4500 tonnes of food). The teams provided assisted collections for 600 elderly or disabled residents. The Council was expecting delivery of the first phase of the Fleet Replacement programme in April 2020 with seven new 26 tonne dustcarts arriving. The new vehicles have electric bin lifters reducing fuel consumption by 12 per cent. 'Big Belly Bins' had been installed at Earlswood lakes which increase capacity for taking rubbish. The recycling roll-out to flats continued to be well-received by residents to 1176 flats with a further 1124 to be delivered at the end of this year.

Regulatory Services – Joint Enforcement Team (JET) had tackled reports of anti-social behaviour, fly tipping and abandoned vehicles with police and other agencies. The team had carried out enforcement activity caused by inconsiderate parking near schools and worked with Sustrans to encourage alternative methods of transport. Environmental health had enforced standards of food hygiene in food businesses, inspecting around 300 premises a year. Licensing had protected animal welfare by implementing animal welfare regulations and pet shop and animal breeding licences. Greenspaces were working on the planned enhancement of countryside sites such as Tanyard Meadows and wildflower planting on verges.

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Members discussed and raised questions on the following topics:

- **Greenspaces** – Members thanked the Greenspaces team for their excellent work on maintaining parks and green spaces for residents and visitors. Planned enhancement of countryside sites was being adopted as part of the Riverside Green Chain development was new for 2020. Members asked about Reigate Heath and smaller green spaces in the south of the Borough with pressure on increasing numbers of residents and planned developments. The work on Tanyard Meadows in Horley was discussed as well as delivery of Merstham Recreation Ground regeneration scheme and tree planting in Coles Mead.
- **Reigate Heath** – it was noted that the area was popular with walking groups and some private companies were charging for guided walks (such as for Nordic walkers) on Reigate Heath. Members suggested looking into how the Council could benefit from profit making groups by charging them fees.
- **Wildflower verge sites** – the Borough was working in partnership with Surrey County Council on the planting and upkeep of wildflower verges. They had also been advised by Banstead Common Conservators. The first wildflower sites would be along the A217. Members asked for more information on the planned sites which would be supplied in a written answer to the Committee.
- **Refuse, recycling and cleansing** – the successful recycling roll-out to flats was continuing well. Following the end of phase 2, the Council would be working with partners, landlords and property owners to deliver the service to properties where it was more difficult to access due to narrow entrances to collect the waste. A full breakdown would be given after the end of phase 2. Blue and green waste bags were supplied for residents who found it difficult to take boxes down flights of stairs where there was no lift.
- **Minicabs** – JET was taking action to prevent minicabs parking in the centre of Redhill and in Sainsbury's access road and blocking pedestrian crossings. It was noted that there were problems with delivery drivers who were parking by MacDonald's to pick up food for online orders such as UberEATS.
- **Environmental sustainability strategy** – a presentation to Members was due on 5 March 2020 and a Member task group feeding into the strategy would stay in place. Once the strategy was completed, the Borough would work with Surrey County Council as the work was aligned to the countywide strategy.
- **Borough boundary road signs** – Members referred to the 'Welcome to Reigate and Banstead Borough Council' Borough Boundary road sign on the northern carriageway A217 which needed repairs. Members asked if the Strategic Head of Neighbourhood Services could follow-up this request.

Chair, Councillor N. Harrison, thanked all Executive Portfolio Holders for their presentations and thanked officers attending the meeting.

RESOLVED: that the Committee's observations regarding the Place Portfolio Holder briefings and business areas be noted.

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42. DRAFT KEY PERFORMANCE INDICATORS - 2020/21

Members received a report on the Council's draft Key Performance Indicators (KPIs) for 2020/21 from Councillor V. Lewanski, Portfolio Holder for Corporate Direction and Governance. The updated draft KPIs had been reviewed by a cross-party Member working group to ensure that the Council's performance measures remained robust and fit for purpose for 2020/21. An updated reporting template was ensuring that the indicators included enhanced narrative about each indicator. The KPIs were reported to the Committee on a quarterly basis.

Members welcomed the reviewed and updated KPIs and made observations which included: capturing performance on commercial revenues (KPI 10 – Movement in investment income as a % of the Council's budget), homelessness prevention (KPI 3 – the % of positive homelessness prevention and relief outcomes), household waste (KPI 8 – the % of household waste that is recycled and composted). It was noted that additional performance on revenue, for example, the Harlequin theatre was captured in budget monitoring reports to the Committee.

Members thanked the Portfolio Holder and officers for their work on the revised draft KPIs which were due to come to Executive on 26 March 2020 for adoption by 1 April 2020.

RESOLVED – that the draft Key Performance Indicators (KPIs) 2020/21 and the observations of the Committee be noted.

43. OVERVIEW AND SCRUTINY COMMITTEE: PROPOSED WORK PROGRAMME 2020/21

Members considered the proposed work programme for the Overview and Scrutiny Committee for the 2020/21 Municipal Year. The programme of activity set out the work to be considered by the Committee from May 2020. It was noted that emerging strategies that could be scrutinised included the Council's environmental strategy and the Borough's response to Gatwick Airport's consultation on the increased use of its existing emergency runway.

RESOLVED – that the Overview and Scrutiny Committee: Proposed Work Programme 2020/21 be approved.

44. FUTURE WORK PROGRAMME - FEBRUARY 2020

Members considered the Committee's Future Work Programme for the remainder of the Municipal Year 2019/20. Members discussed a request that had been made to the Committee to consider the environmental sustainability strategy item for consideration at its 16 April meeting rather than its 19 March 2020 meeting. Members asked for sight of the summary report of the review of procurement and contract management processes which had been noted on the Committee's action tracker. Members asked if future scheduling of meetings could try and avoid half term weeks which would help those Councillors with school-age families.

Chair, Councillor N. Harrison, informed Members that a set of monthly theme dashboards on project reporting were now made available to all Councillors via the ModGov intranet library. These contained useful background information on the

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Overview and Scrutiny Committee
February 2020

Minutes

Council's programme and project reporting. A direct link to the folder would be sent to Members.

RESOLVED – that the Future Work Programme 2019/20 for the remainder of the Municipal Year be noted.

45. EXECUTIVE

It was reported that there were no items arising from the Executive that might be subject to the 'call-in' procedure in accordance with the provisions of the Overview and Scrutiny Committee Procedure Rules.

46. ANY OTHER URGENT BUSINESS

There were no items of urgent business.

The Meeting closed at 9.55 pm

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SIGNED OFF BY	Head of Projects and Performance
AUTHOR	Luke Harvey, Project & Performance Team Leader
TELEPHONE	Tel: 01737 276519
EMAIL	Luke.Harvey@reigate-banstead.gov.uk
TO	Overview and Scrutiny Committee
DATE	Thursday, 11 June 2020

KEY DECISION REQUIRED	N
WARDS AFFECTED	(All Wards);

SUBJECT	Internal audit 2019/20 - annual report and opinion
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RECOMMENDATIONS

- (i) That the Committee note the annual internal audit report and opinion attached at annexe 1; and,
- (ii) That the Committee make any comments and/or observations to the Council's Chief Financial Officer.

REASONS FOR RECOMMENDATIONS

Under the Council's constitution the Overview and Scrutiny Committee fulfils the role of the Audit Committee. As part of this role the Committee is required to receive the annual internal audit opinion of the Council's Chief Internal Auditor.

EXECUTIVE SUMMARY

The Council's Chief Internal Auditor is responsible for the delivery of an annual audit opinion (available at annexe 1) which provides a view on the overall adequacy and effectiveness of the Council's framework of governance, risk management and control.

For the 12 months ending 31 March 2020, the opinion of the Council's Chief Internal Auditor is as follows:

'Reigate & Banstead Borough Council's framework of governance, risk management and control is 'Adequate' and audit testing has demonstrated controls to be working in practice.

Where weaknesses have been identified through internal audit review, we have worked with management to agree appropriate corrective actions and a timescale for improvement.'

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The Committee has authority to approve the above recommendations.

STATUTORY POWERS

1. The requirement of an internal audit function in local government is detailed within the Accounts and Audit (England) regulations (2015), which state that authorities must: 'undertake an effective internal audit to evaluate the effectiveness of [their] risk management, control and governance processes, taking into account public sector internal auditing standards or guidance'.
2. The latter standards are defined in the Public Sector Internal Audit Standards (PSIAS) which were last updated in 2017.
3. The Council's Chief Finance Officer (Section 151) holds statutory responsibility for the overall financial administration of the Council's affairs and is therefore responsible for maintaining an adequate and effective internal audit function. The Head of Projects and Performance has day to day responsibility for managing the SIAP contract.
4. In accordance with these standards and the Council's internal audit Charter, the internal auditors are required to provide regular progress reports to the Council's senior management and Audit Committee on the delivery of the annual internal audit plan and to similarly provide an annual report and opinion on the overall adequacy and effectiveness of the Council's framework of governance, risk management and control.
5. The annual report and opinion informs the Council's Annual Governance Statement.

BACKGROUND

6. The Southern Internal Audit Partnership (SIAP) are the Council's internal auditors, having taken over from the previous provider on 1 April 2019.
7. The Council has entered into a Partnership Agreement with SIAP for the provision of internal audit services. The Council has joined SIAP as a Key Stakeholder Partner and, in so doing, has discharged its internal audit function as permitted under section 101 (5) of the Local Government Act (1972).
8. Under the Council's constitution the Overview and Scrutiny Committee fulfils the role of the Audit Committee. The Committee is therefore receiving this report in its role as the Audit Committee which is distinct from its scrutiny function.
9. The role of scrutiny is to review Council policy and challenge whether the Executive has made the right decisions in delivering policy goals. The Audit Committee and function, however, is charged with providing independent assurance of the adequacy of the risk management framework and the associated control environment, as well as independent scrutiny of the Council's financial and non-financial performance insofar as it affects the Council's exposure to risk.
10. CIPFA's guidance on the role of the Audit Committee in Local Government (2018) provides further background and context to this requirement.
11. In accordance with its responsibilities as set out in Part 3a of the Council's constitution, the Overview and Scrutiny Committee endorsed the SIAP internal audit

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plan for 2019/20 on 14 March 2019 (agenda item 4).

12. The audit plan was prepared on a risk-based approach in order to give due focus to the characteristics and relative risks of the Council’s activities and to support the preparation of the Annual Governance Statement.
13. In this vein, the Committee is also responsible for reviewing internal audit progress reports and receiving the annual report and opinion of the Council’s Chief Internal Auditor.
14. The Committee has received progress reports for Q1-Q3; the Q4 progress report and annual opinion take the form of one report.

KEY INFORMATION

2019/20 annual report and opinion

15. SIAP’s annual report and opinion is available at annexe 1.
16. Section 3 of SIAP’s report details the annual internal audit opinion for 2019/20 as well as an overall summary of audit activity for the year.
17. In delivering their annual opinion the Council’s internal auditors have undertaken 15 reviews.
18. For the 12 months ending 31 March 2020, the annual internal audit opinion is as follows:

“I am satisfied that sufficient assurance work has been carried out to allow me to form a reasonable conclusion on the adequacy and effectiveness of Reigate & Banstead Borough Council’s internal control environment.

In my opinion, Reigate & Banstead Borough Council’s framework of governance, risk management and control is ‘Adequate’ and audit testing has demonstrated controls to be working in practice.

Where weaknesses have been identified through internal audit review, we have worked with management to agree appropriate corrective actions and a timescale for improvement.”

19. In delivering this opinion the Council’s internal auditors have completed 15 reviews during 2019/20.
20. Internal audit reviews result in an opinion on the assurance that can be placed on the effectiveness of the framework of risk management, control and governance designed to support the achievement of management objectives of the service area under review. SIAP’s assurance opinions are categorised as follows:

Substantial	A sound framework of internal control is in place and is operating effectively. No risks to the achievement of system objectives have been identified.
Adequate	Basically a sound framework of internal control with opportunities to improve controls and/or compliance with the control framework. No

Agenda Item 7

	significant risks to the achievement of systems objectives have been identified.
Limited	Significant weaknesses identified in the framework of internal control and/or compliance with the control framework which could place the achievement of system objectives at risk.
No	Fundamental weaknesses identified in the framework of internal control or the framework is ineffective or absent with significant risks to the achievement of system objectives.

21. Of the 15 audits completed, 12 received 'adequate' assurance, with 2 receiving 'substantial' assurance.
22. One audit (Programme and Project Management) was issued in the form of a 'position statement' with no assurance level therefore being given. A future audit is scheduled to review compliance against the framework and provide an assurance opinion on this area.
23. Annex 1 of SIAP's report provides a full list of all audits undertaken – and the assurance opinion given – during 2019/20.
24. Section 5 of SIAP's report provides a summary of key observations made for the year.
25. As summarised in section 5 of SIAP's report, the planned audit on information security was impacted by the COVID-19 pandemic; SIAP will be reviewing this area in the 2020/21 internal audit plan.

OPTIONS

26. The Committee has two options:
27. Option 1: note the annual report and opinion and make any observations on its contents to the Council's Chief Finance Officer/
28. Option 2: note the report and make no observations to the Council's Chief Finance Officer.

LEGAL IMPLICATIONS

29. The Committee's review of the quarterly progress report assists in the fulfilment of the Council's statutory duty to maintain an independent and effective internal audit function.
30. The annual opinion informs the Council's annual governance statement.
31. There are no other legal implications arising from this report.

FINANCIAL IMPLICATIONS

32. Internal audit fees are covered within the Council's base budget.
33. There are no other financial implications arising from this report.

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EQUALITIES IMPLICATIONS
34. There are no equalities implications arising from this report.
COMMUNICATION IMPLICATIONS
35. There are no communication implications arising from this report..
RISK MANAGEMENT CONSIDERATIONS
36. An effective internal audit function is an important part of effectively managing risk. 37. The Council's strategic and operational risk registers were utilised in the development of the annual internal audit plan.
OTHER IMPLICATIONS
38. There are no other implications arising from this report.
CONSULTATION
39. This report has been considered by the Council's Corporate Governance Group as part of its governance role in monitoring audit performance.
POLICY FRAMEWORK
40. Internal audit makes a significant contribution to ensuring the adequacy and effectiveness of internal control throughout the Council, which covers all Corporate Plan Priority areas.
BACKGROUND PAPERS
None.

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Annual Internal Audit Report & Opinion

2019 - 20

Reigate & Banstead Borough Council



Southern Internal Audit Partnership

Assurance through excellence
and innovation

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1. Role of Internal Audit

The requirement for an internal audit function in local government is detailed within the Accounts and Audit (England) Regulations 2015, which states that a relevant body must:

‘Undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance.’

The standards for ‘proper practices’ are laid down in the Public Sector Internal Audit Standards [the Standards – updated 2017].



The role of internal audit is best summarised through its definition within the Standards, as an:

‘Independent, objective assurance and consulting activity designed to add value and improve an organisation’s operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes’.

The Council is responsible for establishing and maintaining appropriate risk management processes, control systems, accounting records and governance arrangements. Internal audit plays a vital role in advising the Council that these arrangements are in place and operating effectively.

The Council’s response to internal audit activity should lead to the strengthening of the control environment and, therefore, contribute to the achievement of the organisation’s objectives.

2. Internal Audit Approach

To enable effective outcomes, internal audit provides a combination of assurance and consulting activities. Assurance work involves assessing how well the systems and processes are designed and working, with consulting activities available to help to improve those systems and processes where necessary.

A full range of internal audit services is provided in forming the annual opinion.

The approach to each review is determined by the Head of the Southern Internal Audit Partnership and will depend on the:

- Level of assurance required;
- Significance of the objectives under review to the organisation’s success;
- Risks inherent in the achievement of objectives; and
- Level of confidence required that controls are well designed and operating as intended.

All formal internal audit assignments will result in a published report. The primary purpose of the audit report is to provide an independent and objective opinion to the Council on the framework of internal control, risk management and governance in operation and to stimulate improvement.



3. Internal Audit Opinion

The Head of the Southern Internal Audit Partnership is responsible for the delivery of an annual audit opinion and report that can be used by the Council to inform its governance statement. The annual opinion concludes on the overall adequacy and effectiveness of the organisation's framework of governance, risk management and control.

In giving this opinion, assurance can never be absolute and therefore, only reasonable assurance can be provided that there are no major weaknesses in the processes reviewed. In assessing the level of assurance to be given, I have based my opinion on:

- written reports on all internal audit work completed during the course of the year (assurance & consultancy);
- results of any follow up exercises undertaken in respect of previous years' internal audit work;
- the results of work of other review bodies where appropriate;
- the extent of resources available to deliver the internal audit work;
- the quality and performance of the internal audit service and the extent of compliance with the Standards; and
- the proportion of the Council's audit need that has been covered within the period.

Annual Internal Audit Opinion 2019-20

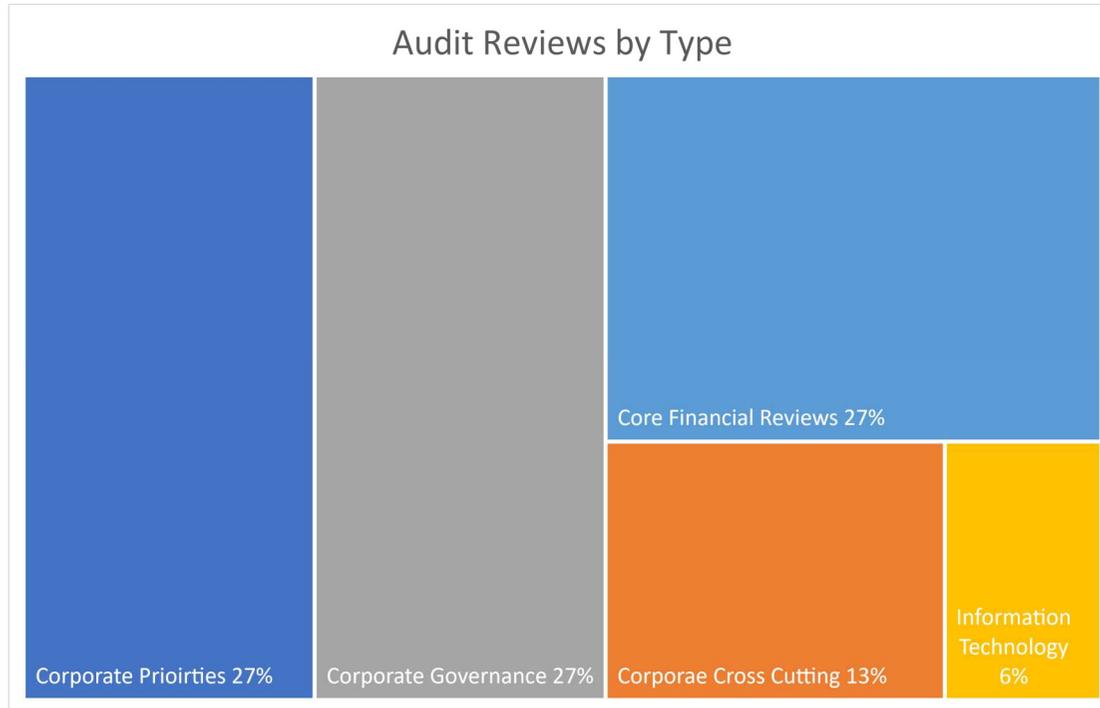
"I am satisfied that sufficient assurance work has been carried out to allow me to form a reasonable conclusion on the adequacy and effectiveness of Reigate & Banstead Borough Council's internal control environment.

In my opinion, Reigate & Banstead Borough Council's framework of governance, risk management and control is 'Adequate' and audit testing has demonstrated controls to be working in practice.

Where weaknesses have been identified through internal audit review, we have worked with management to agree appropriate corrective actions and a timescale for improvement."

4. Internal Audit Coverage and Output

The annual internal audit plan was prepared to take account of the characteristics and relative risks of the Council’s activities and to support the preparation of the Annual Governance Statement.



Work has been planned and performed so as to obtain sufficient information and explanation considered necessary in order to provide evidence to give reasonable assurance that the internal control system is operating effectively.

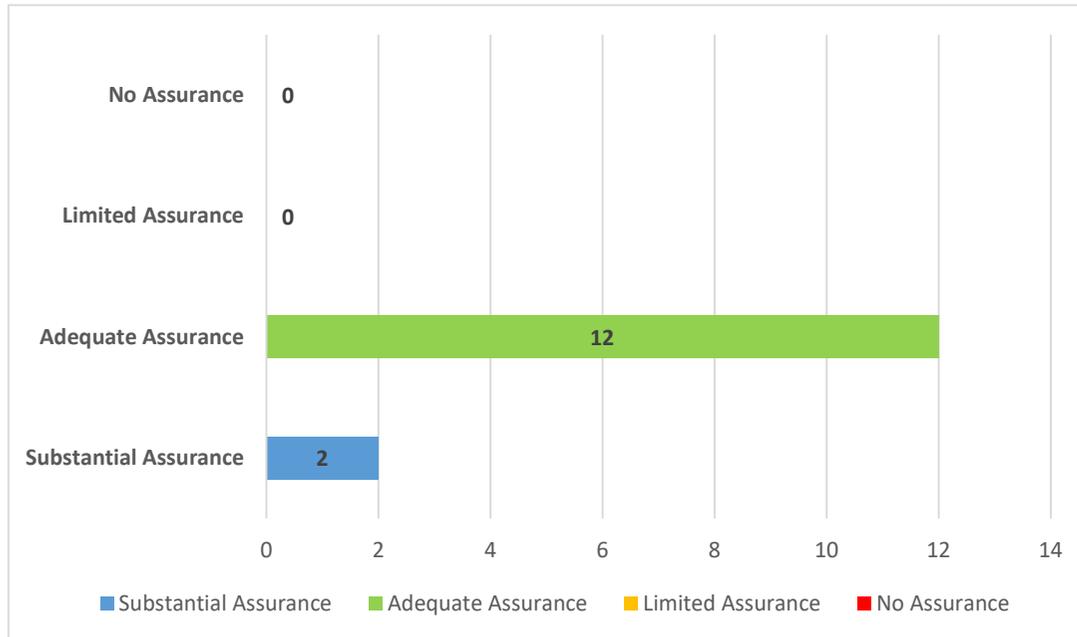
The 2019-20 Internal audit plan, approved by the Overview & Scrutiny Committee in March 2019, was informed by internal audits own assessment of risk and materiality in addition to consultation with management to ensure it aligned to key risks facing the organisation.

The plan has remained fluid throughout the year to maintain an effective focus.

In delivering the internal audit opinion internal audit have undertaken 15* reviews during the year ending 31 March 2020.

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The revised 2019-20 internal audit plan has been delivered in full. The opinion assigned to each internal audit review is summarised below:



Substantial – There is a sound system of control designed to achieve the objectives. Compliance with the control process is considered to be of a high standard and few or no material errors or weaknesses were found;

Adequate - While there is a basically sound system, there are weaknesses, which put some of the system objectives at risk, and/or there is evidence that the level of non-compliance with some of the controls may put some of the system objectives at risk;

Limited - Weaknesses in the system of controls are such as to put the system objectives at risk, and/or the level of non-compliance puts the system objectives at risk; or

No - Control is generally weak, leaving the system open to significant error or abuse, and/or significant non-compliance with basic controls leaves the system open to error or abuse.

*1 review did not culminate in an audit opinion as it concluded with a position statement.

A list of the 2019-20 assurance reviews undertaken and their respective opinions is provided in Annex 1

5. Key Observations

Due to the timely delivery of the internal audit plan, we are pleased to report that despite the significant impact and subsequent challenges posed by the coronavirus pandemic both to the way we work and the delivery of Council services, this has not inhibited our ability to provide an opinion on the Council's framework of risk, governance and control for 2019-20.

Our coverage of Information Technology is the only area during the year that has been impacted, with our review of Information Security deferred at the Council's request due to service prioritisations in responding to COVID-19. We will look to enhance audit focus in this area during 2020-21.

Internal Audit work found there to be a generally sound control environment in place across all review areas during the year, which were found to be working effectively to support the delivery of corporate priorities. There were no significant issues identified arising from the work completed during 2019-20, however, there was the following area of weakness that was common across a range of reviews:

- **Policies/Procedure Notes** – A number of reviews carried out across the year identified that policy or procedure notes were not consistently in place or were overdue for review and therefore may not reflect the current working practices for the service. This is particularly pertinent given the impact of COVID-19 on resourcing Council services particularly as and when staff are required to work independently or across areas that they are less experienced in.

At the request of the Interim Head of Finance and Assets we were commissioned to review the Main Accounting system with a focus on the processing of journals and timeliness of bank reconciliations. At the time of audit testing the reconciliation of the income bank account was two months behind schedule, however, we can now confirm that the high priority actions relating to the completion of the bank reconciliation have been addressed and all 2019/20 bank reconciliations were completed by 30th April 2020.

One report (Programme and Project Management) was issued in the form of a 'position statement', this review looked at the governance arrangements in place following the establishment of a Programme Management Office (PMO) and the development of a Project Management Framework Policy. A future audit is scheduled to review compliance against the framework and provide an assurance opinion on this area.

6. Quality Assurance and Improvement

The Quality Assurance and Improvement Programme (QAIP) is a requirement within ‘the Standards’.

The Standards require the Head of the Southern Internal Audit Partnership to develop and maintain a QAIP to enable the internal audit service to be assessed against the Standards and the Local Government Application Note (LGAN) for conformance.

The QAIP must include both internal and external assessments: internal assessments are both on-going and periodical and external assessment must be undertaken at least once every five years. In addition to evaluating compliance with the Standards, the QAIP also assesses the efficiency and effectiveness of the internal audit activity, identifying areas for improvement.

An ‘External Quality Assessment’ of the Southern Internal Audit Partnership was undertaken by the Institute of Internal Auditors (IIA) in September 2015.

In considering all sources of evidence the external assessment team concluded:

“It is our view that the Southern Internal Audit Partnership (SIAP) service generally conforms to all of the principles contained within the International Professional Practice Framework (IPPF); the Public Sector Internal Audit Standards (PSIAS); and the Local Government Application Note (LAGN).

There are no instances across these standards where we determined a standard below “generally conforms”, and 4 instances where the standard is assessed as “not applicable” due to the nature of SIAP’s remit.”

In accordance with PSIAS, annual self-assessments have been completed since the external inspection concluding that the Southern Internal Audit Partnership continues to comply with all aspects of the IPPF, PSIAS and LGAN.

7. Disclosure of Non-Conformance

In accordance with Public Sector Internal Audit Standard 1312 [External Assessments] which requires ‘an external quality assessment to be conducted at least once every five years by a qualified, independent assessor or assessment team from outside of the organisation’ I can confirm endorsement from the Institute of Internal Auditors that:

‘the Southern Internal Audit Partnership conforms to the, Definition of Internal Auditing; the Code of Ethics; and the Standards’

There are no disclosures of Non-Conformance to report.

8. Quality control

Our aim is to provide a service that remains responsive to the needs of the Council and maintains consistently high standards. In complementing the QAIP this was achieved in 2019-20 through the following internal processes:

- On-going liaison with management to ascertain the risk management, control and governance arrangements, key to corporate success;
- On-going development of a constructive working relationship with the External Auditors to maintain a cooperative assurance approach;
- A tailored audit approach using a defined methodology and assignment control documentation;
- Review and quality control of all internal audit work by professional qualified senior staff members; and
- A self-assessment against the Public Sector Internal Audit Standards.

9. Internal Audit Performance

The following performance indicators are maintained to monitor effective service delivery:

Performance Indicator	Target	2018-19 Actual	2019-20 Actual
Percentage of internal audit plan delivered	95%	n/a	100%
Positive customer survey response			
<ul style="list-style-type: none"> Reigate & Banstead Borough Council 	90%	n/a	97%
<ul style="list-style-type: none"> SIAP – all Partners 	90%	99%	98%
Public Sector Internal Audit Standards	Compliant	Compliant	Compliant

Customer satisfaction has been assessed through response to questionnaires issued to a wide range of stakeholders including members, senior officers and key contacts involved in the audit process throughout the year.

10. Acknowledgement

I would like to take this opportunity to thank all those staff throughout the Council with whom we have made contact in the year. Our relationship has been positive, and management were responsive to the comments we made both informally and through our formal reporting.

Neil Pitman
Head of Southern Internal Audit Partnership
May 2020

2019-20 Audit Reviews and Opinions

Substantial Assurance	Adequate Assurance	Limited Assurance	No Assurance
Corporate Plan Decision Making & Accountability	Fraud & Irregularities Human Resources & OD Ethical Governance System Development & Implementation Main Accounting Council Tax Income Collection NNDR Investments Housing Delivery Strategy Refuse, Recycling & Street Cleansing Planning - Enforcement	None	None

Agenda Item 8

Subject:	Quarterly Performance Report (Q4 – January to March 2020)
Officer:	Doula Pont/Pat Main
To:	Overview and Scrutiny Committee, 11 June 2020
Purpose:	To consider the Council's performance for the fourth quarter of the year 2019-20.

Introduction

This report provides the headline issues on major variances in relation to the Council's overall performance for Quarter 4.

The detailed information showing all performance is available for Members to review at the eMembers room.

The headline performance information is set out in the following sections:

Key Performance Indicators – Q4 2018/19	Section 1
Risk Management – Q4 2019/20	Section 2
2019/20 Provisional Revenue Budget Outturn	Section 3
2019/20 Capital Programme – Provisional Outturn	Section 4
Key Performance Indicators (2020/21)	Section 5

Recommendation

The Committee is requested to review the performance report and consider any advance questions received in relation to strategic issues and make any observations to the Executive.

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KEY PERFORMANCE INDICATORS

Headline Information

Of the 15 Key Performance Indicators reported on this quarter, 11 are on target or within the agreed tolerance.

KPI 4 is a contextual indicator that tracks the number of individuals/households that approach the Council for homelessness support. Whilst this figure is outside the direct control of the Council – and no target is therefore able to be set – it provides valuable context for the other homelessness performance indicators.

Major variances (those off target)

KPI 12 – Trade waste – increase in the number of customers	
Target	Actual
Net increase of 15	-1

The primary reason for the reduction in the number of active trade waste accounts is the closure of accounts following the non-payment of invoices. Recovery of outstanding monies due will follow the Council's usual debt recovery processes.

Unable to report

There are two key performance indicators that we are unable to report on:

KPI 1 – Maintain levels of self-service transactions	
Target	Actual
80%	-

This indicator reports the percentage of key transactions that are completed online. The transactions are: paying a parking fine, buying a new/replacement bin and reporting a missed bin.

The systems upgrade reported in the previous quarters is almost complete. We are therefore able to report on 2 of these 3 measures:

- Paying a parking PCN: 97% online
- Purchasing a new bin: 92% online

The reporting functionality for reporting a missed bin, however, is not currently fully operational in the new CRM, meaning that we are unable to provide an accurate overall figure and are therefore unable to report.

KPI 15 – Business income as a % of gross budget (annual indicator)

Target	Actual
10.41%	-

This indicator measures receipts of all business income including fees and charges, commercial income and sponsorship against budget targets (excluding grant funding).

Reporting on this indicator will draw upon significant Finance team resource at a time where priority is being given to responding to the COVID-19 pandemic. We are therefore unable to report at this time.

However, information on this KPI will be available after 31 July and will therefore be reported as part of the Q1 Performance report.

eMembers room information

A copy of the full schedule can be found in the eMembers room.

RISK MANAGEMENT (Q4 2019/20)

Overview

This report covers two aspects of risk management in Q4 2019/20 (January to March 2020):

Strategic risks

Strategic risks are defined as those risks that have an impact on the medium to long term ambitions and priorities of the Council as set out in the Five Year Plan and the Medium Term Financial Strategy. The Management Team has shared responsibility for the Strategic Risks.

Operational risks

Operational risks are those short term risks that are encountered in the course of the day to day delivery of services and functions. Individual operational managers will have responsibility for their own operational risks. The Management Team will be responsible for monitoring the operational risk registers.

New strategic risks and COVID-19

There were **no new strategic risks** identified in Q4 2019/20.

However, the COVID-19 pandemic emerged during the quarter and has radically reshaped the risk environment in which the Council operates.

As such, the risk register for Q4 has been updated to reflect the situation as of 31 March 2020.

The risks identified for 2020/21 (which the Committee was due to review at its cancelled meeting on 19 March 2020) have therefore been fundamentally updated given the risk environment that the Council will face as it moves into the recovery phase.

The updated risks will be approved by the Executive and reported to the newly formed Audit Committee.

Risk update

In quarters 2 and 4 an update on the risk rating of all strategic risks and RED rated operational risks is provided.

All risks are actively monitored by the Management Team to ensure that appropriate controls are in place.

The table below provides a definition of the risk ratings that the Council employs.

Rating	Action
Red risk	Where management should focus attention. Immediate actions should be identified and plans put in place to reduce risk as a priority .
Amber risk	Where management should ensure that contingency plans are in place. These may require immediate action and will require monitoring for any changes in the risk or controls. These will be a key area of assurance focus.
Yellow risk	These should have basic mechanisms in place as part of the normal course of management.
Green risk	Where risk is minimal if does not demand specific attention but should be kept under review.

Strategic risks (Q4 2019/20)

Ref	Risk description	Portfolio Holder	Rating
SR1	<p>Brexit</p> <p>There is a high possibility that the UK's exit from the European Union will result in disruption to the borough and Council services. However there is a high degree of uncertainty surrounding the scale of impact that could be experienced by the Council as a result of Brexit, therefore making this risk difficult for the Council to effectively manage and control.</p> <p><i>Note – this risk will transfer to the 2020/21 strategic risk register in an updated form (SR1 – Brexit).</i></p>	Cllr Schofield	GREEN
SR2	<p>Financial sustainability</p> <p>The Council receives no Revenue Support Grant from Central Government. Whilst council tax and business rates make up a significant portion of the Council's funding, they do not cover the full extent of the Council's expenditure.</p>	Cllr Schofield	AMBER

Ref	Risk description	Portfolio Holder	Rating
	<p>The Council's ability to generate income from investments may be restricted by changes in regulations and codes of practice.</p> <p>The Council must therefore put in place a capital investment strategy, supported by appropriate governance structures and resources, to generate additional income to sustain service provision. The failure to generate this income will jeopardise the delivery of corporate objectives. Managing this risk well is dependent on Officers and Members remaining ambitious.</p> <p><i>Note – this risk will transfer to the 2020/21 strategic risk register in an updated form (SR2 – Financial sustainability)</i></p>		
SR3	<p>Local Government reorganisation and partner public sector funding decisions</p> <p>The public sector as a whole is experiencing significant funding pressures. Budgetary decisions made by other public service providers will impact this borough's residents and businesses as well as the Council itself. The Council may need to increase its services or the support provided, which could have funding and resource implications.</p> <p>In addition, funding pressures could result in the financial failure of partner public sector organisations. A failure of this nature within Surrey may prompt a reorganisation of local government which could have adverse effects on this Council and the delivery of services for residents.</p> <p>These funding and structural pressures, juxtaposed with the outcome of the local government Fair Funding review, could also result in this Council assuming a range of new functions or responsibilities that have traditionally sat with Surrey County Council. This Council's ability to influence such decisions will be limited, however the mitigation of this risk may require the diversion of a disproportionate level of Council resources.</p> <p><i>Note – this risk will transfer to the 2020/21 strategic risk register. However it will be separated into two separate risks (SR3 – Local government reorganisation; SR4 – Partner public sector funding decisions). See section 3 for more information.</i></p>	Cllr Brunt	RED

Ref	Risk description	Portfolio Holder	Rating
SR4	<p>Organisational capacity and culture</p> <p>The Council is on the verge of implementing an ambitious Corporate Plan, supported by a capital investment strategy and housing strategy. Delivering on the ambitions in these plans – to ensure we remain an efficient and effective Council - will require a continually ambitious organisation and culture, including both Members and Officers.</p> <p><i>Note – this risk will transfer to the 2020/21 strategic risk register (SR5 – Organisational capacity and culture).</i></p>	Cllr Lewanski	AMBER
SR5	<p>Economic prosperity</p> <p>A prosperous economy is essential for the wellbeing of the borough, creating employment and wealth that benefits local people. Economic prosperity cannot be taken for granted and the current economic outlook is very uncertain.</p> <p>Prevailing economic conditions have a direct impact on the Council’s financial position and likewise impacts upon the demand for Council services, particularly in terms of income derived from paid for services and the collection of monies owed. Challenging financial circumstances for residents may also increase their reliance on Council services.</p> <p><i>Note – this risk will transfer to the 2020/21 strategic risk register in an updated form (SR6 – Economic prosperity).</i></p>	Cllr Humphreys	RED
SR6	<p>Welfare reform</p> <p>The borough’s residents are being affected by a combination of welfare reforms, increasing housing costs and economic changes. This increases the risk of household budgets being stretched and residents being threatened with homelessness. The latter could result in an increase in cost pressures on the Council as our services are increasingly relied upon.</p> <p><i>Note – this risk will transfer to the 2020/21 strategic risk register in an updated form (SR7 – Reliance on the welfare system).</i></p>	Cllr Knight	AMBER
SR7	<p>Cyber security</p> <p>Organisations are at an ever increasing risk of cyber attack as the use of digital systems and technologies increases. More sophisticated attacks and new variants</p>	Cllr Lewanski	AMBER

Ref	Risk description	Portfolio Holder	Rating
	<p>of malicious software underscore the risk of corporate defences being compromised.</p> <p>The effects of a cyber attack are wide and varied though at their worst could result in data destruction, disruption to the delivery of services and data theft.</p> <p><i>Note – this risk will transfer to the 2020/21 strategic risk register (SR8 – Cyber security)</i></p>		
SR8	<p>Fraud</p> <p>Due to the wide range of activities being undertaken by the Council, there is a risk of fraud being committed which therefore requires robust systems and processes to be in place.</p> <p><i>Note – this risk will transfer to the 2020/21 strategic risk register in an updated form (SR9 – Fraud)</i></p>	Cllr Schofield	AMBER
SR9	<p>Local plan</p> <p><i>This risk was closed in Q1 2019/20</i></p>	Cllr Biggs	CLOSED
SR10	<p>Marketfield Way</p> <p>Marketfield Way is a major place project for the Council and is critical to shaping Redhill and ensuring the town's continued vitality and viability. It will also generate income which can be reinvested in Council services. Delays to this project would have an impact on the delivery of Redhill's regeneration as well as a financial impact on the Council.</p> <p><i>Note – this risk will transfer to the 2020/21 strategic risk register in an updated form (SR10 – Marketfield Way)</i></p>	Cllr Humphreys	AMBER

Operational risks (exception reporting)

At the end of Q4 no operational risks were rated as RED.

eMembers room information

The strategic and operational risk registers are available in the eMembers portal.

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Summary

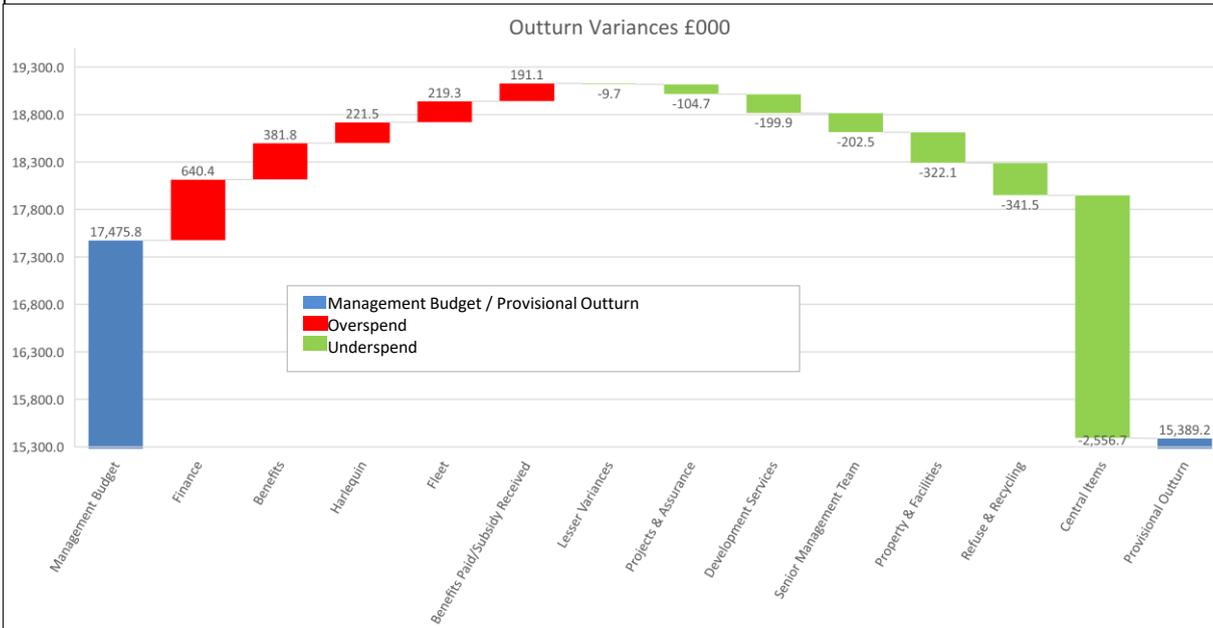
The provisional outturn for Service budgets at the end of Period 12 is £470.1k (3.5%) higher than the management budget; the overall provisional outturn including Central Items is £2.09m (11.9%) lower than budget.

Reconciliation of Original Budget to Management Budget for 2019-20

	£000	£000
Original Budget		16,294.6
Transfers from Reserves:		
Corporate Plan Delivery Fund	461.5	
CIL Funds	719.7	
	<u>1,181.2</u>	
Management Budget		<u><u>17,475.8</u></u>

Headline Revenue Budget information 2019-20

	£000
Management Budget	17,475.8
Provisional Year End Outturn	15,389.2
Projected Underspend	<u><u>(2,086.6)</u></u> (or -11.9% of the budget)



Provisional Outturn for Services is £470k over budget:

- Finance: Outturn is £640k over budget as a result of additional work required during the 2018/19 audit of the Statement of Accounts, additional work relating to major projects including the Horley Business Park land purchase, Marketfield Way and Baseball, and the use of interim staff to both cover vacancies and to improve finance processes.
- Benefits Team and Benefits Paid/Subsidy Received: Outturn is £573k over budget due to reduced DWP grant, additional consultancy and printing costs, increased Bed & Breakfast placement costs, additional statutory costs and income shortfall due to suspension/cessation of Court recovery as a result of COVID 19 at year-end.
- Harlequin Theatre: Outturn is £221k over budget due to delay in cinema opening and staff costs higher than budget.
- Fleet: Outturn is £219k above budget due to expenditure on spare parts to keep the ageing Fleet running.
- Projects & Assurance: Outturn is £105k lower than budget due to vacant posts.
- Development Services: Outturn is £200k lower than budget due to underspends on Consultancy.
- Senior Management Team: Outturn is £202k lower than budget due to vacant Director post.
- Property and Facilities: Outturn is £322k lower than budget due to new rental income from Salfords Industrial Units offset by lower income from Warwick Quadrant and Marketfield Way.
- Refuse and Recycling: Outturn is £341k lower than budget net (income is £703k lower than budget, offset by overtime and temporary staff costs to cover sickness and additional staff costs for recycling service to flats and extra expenditure on new bins).

Provisional Outturn for Central Items is £2.56m lower than budget:

- Pensions: £1.212m lower than budget due to unspent contingency and release of sums set aside in previous years that are no longer required. The underspend will be transferred to a reserve to help address unfunded COVID-19 budget pressure initially. Any remaining balance will be set aside to start to build up funds in anticipation of the next Pension Fund Revaluation in 2022.
- Headroom Contingency: £737k lower than budget because funds have not been required during the year.
- New Posts Budget: outturn is £91k lower than budget ('one-off budget' established for 2019/20 only)
- Interest on investments: outturn is £626k over budget. Underspend is due to £385k Greensands loan advanced during the year for purchase of land at Horley and £240k interest from other combined investments interest.
- Interest on borrowing: outturn is £86k lower than budget.
- Recruitment costs: outturn is £86k over budget.
- Insurance costs: outturn is £59k over budget.
- External Audit Fees: outturn is £47k over budget due to base budget being lower than fees charged (corrected in 2020/21) and cost of additional work carried out in 2019/20.

2019/20 Provisional Outturn before Reserves Review / Reallocations Revenue Budget: Annex 1

1. General Fund Reserve		£000
Balance at start of year		12,546.8
Less: Transfers out		0.0
Add Projected underspend		2,086.6
Anticipated balance at end of year before Reserves Review/Reallocations *		<u>14,633.4</u>
*Minimum General Fund Balance Required (15% of total Management Budget)	2,600.0	
2. Corporate Plan Delivery Fund (CPDF) Reserve		£000
Balance at start of year		1,206.3
<u>Revenue</u>	Allocation type:	
Carried Forward - Customer Relationship Mgt.	Digital Delivery	9.9
Carried Forward - Staff Recognition Scheme	Staff Development	3.9
18-02 Community Development Team	Staffing	8.6
18-02 Residents Satisfaction Survey	Regeneration	9.0
18-02 One-off Election Expenses	Elections	51.0
18-05 CRM Procurement	Digital Delivery	16.9
18-06 Projects - Corporate Plan	Organisation	8.5
18-08 Feasibility Studies	Place	7.6
18-10 Housing Licensing Resource	Staffing	23.6
18-11 Housing Strategy Development	Place	2.4
19-05 Traveller Preventative Measures	Place	40.0
19-07 Economic Prosperity Officer	Place	38.5
19-08 Community Transition Budget	People	71.1
19-09 Democratic, Commercial & Policy Officer	Organisation	47.3
19-15 Housing Needs Strategy - Consultancy	People	25.0
19-15 DMP Examination -Inspector Costs	Place	65.0
19-21 Community Centre Transformation Costs	People	0.0
19-23 Data Protection Compliance	Organisation	22.0
19-24 Senior Project Consultant	Organisation	11.2
		461.5
<u>Capital</u>		
19-10 Laptops, MS Office 365, Windows 10	Digital Delivery	118.0
19-11 IT Improvements @ The Harlequin	Digital Delivery	69.0
19-12 Civica Upgrade	Digital Delivery	25.0
19-13 Netcall Liberty Upgrade	Digital Delivery	105.0
19-14 Northgate iWorld	Digital Delivery	40.0
		357.0
Balance before any further transfers in year		<u><u>387.8</u></u>
3. Uncommitted Contingencies		
Contingency Budgets		736.5
New Posts Budget		91.2
		<u><u>827.7</u></u>

Responsible Officer	Service	Original Budget £000	Total Variations £000	Management Budget £000	Year End Outturn £000	Year End Variance £000	Commentary
Simon Bland	Economic Prosperity	277.6	38.5	316.1	308.6	(7.5)	Underspend due to minor variances
Kate Brown	Human Resources	546.2	-0.4	545.8	621.0	75.2	Overspend is due to maternity cover for one person within this function staffed through agency cover and iTrent Development costs were not included in original budget.
Richard Robinson	Housing Services	989.7	24.4	1,014.1	988.9	(25.2)	Underspend due to additional income generated from Temporary Accommodation and Masset's Road.
Doula Pont	Senior Management Team	1,184.4	0.0	1,184.4	981.9	(202.5)	The underspend is mainly due to a vacant Director post.
	Projects & Assurance	584.7	1.4	586.1	481.4	(104.7)	Outturn lower than budget due to vacant posts.
	Corporate Support	120.3	0.0	120.3	101.1	(19.2)	Underspend due to reduced Rental costs of franking machines & corporate stationery supplies as a result of new contracts and providers.
Justine Chatfield	Community Development	208.0	193.3	401.3	369.5	(31.8)	Underspend due to downtime of recruitment to vacancies within the team as well as underspend of cost recoveries income from partners.
	Partnerships	269.1	133.3	402.4	314.6	(87.8)	Underspend due to £21.6k unspent Domestic Homicide Review contingency budget, £22k unused Taxi Vouchers and £30k Vacancy underspend due to underlap of recruitment.
	Community Centres	263.5	42.6	306.1	268.0	(38.1)	Underspend is mainly due to renegotiation of the Staywell management fee during 2018/19. This service will be delivered in house from 2020/21 and the 20/21 budget has been amended to reflect this.
	Voluntary Sector Support	421.7	-76.9	344.8	337.6	(7.2)	Underspend due to minor variances
Peter Boarder	Place Delivery	169.5	100.3	269.8	279.5	9.7	The overspend is mainly as a result of £4.5k less than budgeted Surrey County Council recharge and additional computer costs for IT spare parts for new starters.
Morag Williams	Fleet	771.4	6.7	778.1	997.4	219.3	Until the ageing fleet of waste vehicles are replaced, they will require greater expenditure on spare parts to keep running. Waste vehicles are planned to be replaced over a three year period beginning 2020/21.
	Refuse & Recycling	1,302.6	0.0	1,302.6	961.1	(341.5)	The outturn shows £341k underspend. Income is £703k higher than budget offset by overtime and temporary staff costs to cover sickness, additional staff for recycling service to flats and extra spending on new bins.
	Engineering & Construction	54.9	10.5	65.4	98.3	32.9	Reactive spending against flooding has resulted in an overspend.
	Environmental Health & JET	973.6	8.6	982.2	1,051.0	68.8	Variance is predominantly related to Air Quality Monitoring. Growth proposals have been approved during the 2020/21 Budget Setting to correct it. JET overspend on salaries due to maternity cover.
	Environmental Licencing	-296.5	0.0	-296.5	-323.7	(27.2)	Service is remaining on budget with minor variances to income and non-salary expenditure

Responsible Officer	Service	Original Budget £000	Total Variations £000	Management Budget £000	Year End Outturn £000	Year End Variance £000	Commentary
	Greenspaces	1,274.8	286.3	1,561.1	1,521.2	(39.9)	Underspend due to increased Cemetery income in the last few weeks of the financial year.
	Car Parking	-2,202.2	0.0	-2,202.2	-2,029.8	172.4	The under-recovery of income was mainly as a result of a reduction in renewals of tickets purchased in March 2020.
	Street Cleansing	989.1	-3.7	985.4	1,011.8	26.4	The £26k overspend is as a result fall off in income from the Markets.
Duane Kirkland	Supporting People	84.3	0.0	84.3	50.5	(33.8)	Underspend attributable to a full year vacancy within the team
	Supporting Families	90.0	0.0	90.0	90.0	0.0	
	Harlequin	162.9	0.0	162.9	384.4	221.5	There was a delay of opening the Cinema resulting in lower levels of income. There have also been vacancies that have been staffed by agency replacements at a higher cost. There are also supplementary casual staff that are unbudgeted. The 2020/21 Budget includes approved growth bids for £130k to rectify this. In addition there has been a fall in recent income due to closing the Harlequin as a result of COVID-19.
	Leisure Services	-148.6	0.0	-148.6	-91.2	57.4	Outturn was affected as a result of the 2018 restructure - (Ageing Well). A growth bid has been approved for 2020/21. Since Q3 there have been improvement of £16k (£6k Salaries and £10k on sporting projects).
Andrew Benson	Building Control	28.5	0.0	28.5	-11.4	(39.9)	Significantly less than expected expenditure on Consultancy Fees, underspends arising from vacant posts and better-than-expected Planning Fee income have largely resulted in the underspend.
	Development Services	355.2	0.0	355.2	155.3	(199.9)	
	Planning Policy	346.3	698.8	1,045.1	957.0	(88.1)	
Carys Jones	Communications	503.8	-50.4	453.4	465.3	11.9	Overspend mainly as a result of unbudgeted additional one-off training costs.
	Customer Contact	348.9	0.0	348.9	351.7	2.8	Overspend due to minor variances
Darren Wray	Web & Information	183.7	0.0	183.7	201.9	18.2	Overspend mainly as a result of new Software (iSiC) purchased in 2019/20
	Information & Communications Technology	1,180.4	80.4	1,260.8	1,276.4	15.6	In year costs associated with roll out of new laptops to council staff predominately on software licence upgrades. Budget growth has been approved as part of 2020/21 budget process.
Caroline Waterworth	Democratic Services	827.5	44.2	871.7	886.5	14.8	Additional training of new members due to all out Election during the municipal year.
	Electoral Services	403.3	67.8	471.1	470.4	(0.7)	Underspend due to minor variances
	Legal Services	764.8	-3.2	761.6	736.6	(25.0)	The Legal & Procurement outturn is underspent by £25k, due to vacancies.
	Land Charges	-112.8	1.7	-111.1	-159.1	(48.0)	Levels of income were close to budget. Levels of external costs are significantly lower than planned

Responsible Officer	Service	Original Budget £000	Total Variations £000	Management Budget £000	Year End Outturn £000	Year End Variance £000	Commentary
	Property & Facilities	-1,882.0	-60.6	-1,942.6	-2,264.7	(322.1)	The outturn is £322k lower than budget due to new rental from the Salfords property offset by £31k lower income from Warwick Quadrant and Marketfield Way due to voids. The £322k underspend at outturn is £31k less than the £353k reported at Q3 and this mainly due to lower income than expected.
Pat Main	Finance	1,183.6	-85.6	1,098.0	1,738.4	640.4	The outturn is over budget as a result of additional work required during the 2018/19 audit of the Statement of Accounts, additional work relating to major projects including the Horley Business Park land purchase, Marketfield Way and Project Baseball, and the use of interim staff to both cover vacancies and to improve finance processes.
Simon Rosser	Benefits Paid/Subsidy Received	342.8	0.0	342.8	533.9	191.1	The overspend is mainly as a result of a £147k net shortfall in the DWP grant (addressed as part of 2020/21 growth bid), £192k pressure in Housing Benefit/Bed & Breakfast costs due to the increasing number of placements, £50k income shortfall arising from the suspension/cessation of court recovery procedures as a result of COVID-19, £47k overspend on Statutory correspondence billing relating to Council Tax, £59k additional consultancy costs, Software and DWP legislation charges (Northgate), £33k additional corporate subscription cost and £12k additional charge for Experian/IOL credit checking.
	Benefits	-298.4	-118.7	-417.1	-35.3	381.8	
	Local Taxation	-118.7	118.7	0.0	0.0	0.0	
Total Services		12,147.9	1,458.0	13,605.9	14,076.0	470.1	3.5%
Pat Main Central Items	Insurance	452.1	0.0	452.1	511.0	58.9	Insurance budget growth has been approved as part of the financial planning budget process.
	Treasury Management - Interest on Investments	-563.9	0.0	-563.9	-1,189.4	(625.5)	Underspend is due to £385k Greensands loan advanced during the year for purchase of land at Horley and £240k interest from other combined investments interest.
	Treasury Management - Interest on Borrowing	157.0	0.0	157.0	71.2	(85.8)	Underspend due to lower than forecast Borrowing costs budget.
	Treasury Management - Interest on Trust Funds	36.0	0.0	36.0	19.1	(16.9)	Minor favourable variance.
	Minimum Revenue Provision	0.0	0.0	0.0	167.0	167.0	The £167k is a provision set aside for repaying external borrowing (loans). It is a transfer from Revenue to Reserves

Responsible Officer	Service	Original Budget £000	Total Variations £000	Management Budget £000	Year End Outturn £000	Year End Variance £000	Commentary
	Employer Pension costs	2,338.0	0.0	2,338.0	958.9	(1,379.1)	The net underspend of £1.21m comprises: '-£200k budget underspend due to historic overprovision in the budget for the annual lump sum payment for the past service deficit contribution. -underspend of the £208k budget allocated in 2019/20 for enhanced pension payments - £804k reversal of previous years' accruals for enhanced pension payments that Surrey Pension Fund have confirmed are no longer payable as they were addressed in the 2019 pension fund revaluation.
	Apprenticeship Levy	63.9	0.0	63.9	63.9	0.0	
	Recruitment Expenses	16.0	0.0	16.0	102.3	86.3	Fees relating to recruitment of vacant senior posts were higher than budget; including the Director for Organisation, Head of Finance, Property Services Manager and the Finance Team restructure.
	Corporate HR Expenses	66.8	0.0	66.8	85.6	18.8	Overspend due to additional senior staff development costs.
	Central Budget Contingencies	1,280.5	-118.0	1,162.5	426.0	(736.5)	See analysis below.
	New Posts Budget	250.0	-158.8	91.2	0.0	(91.2)	The underspend is the remaining balance on the one-off budget that was created for 2019/20.
	External Audit Fees	50.3	0.0	50.3	97.6	47.3	Higher than forecast fees were incurred due to additional work carried out during the audit compared to the original plan.
	Total Central Budgets	4,146.7	-276.8	3,869.9	1,313.2	(2,556.7)	
	Grand Total	16,294.6	1,181.2	17,475.8	15,389.2	(2,086.6)	(11.9%)
	Central Budget Contingencies						
	Miscellaneous salaries	49.9	0.0	49.9	20.8	(29.1)	Historic unused budget - to be deleted in 2020/21.
	Redundancy and Severance Payments	100.0	0.0	100.0	0.0	(100.0)	No expenditure during the year.
	Headroom Contingency	835.8	-20.0	815.8	50.6	(765.2)	Underspend will offset in-year budget pressures on service budgets.
	Revenue Contributions To Capital	500.0	-98.0	402.0	402.0	0.0	Contributions to Capital expenditure that were funded via this revenue budget.
	Preceptor Grants	57.5	0.0	57.5	37.7	(19.8)	Payments to Parish Councils relating to services which would otherwise be delivered by the Council.
	Miscellaneous income	-262.7	0.0	-262.7	-85.1	177.6	Under-recovery against historic contingency income budgets that have been deleted in 2020/21
	Central Budget Contingencies	1,280.5	-118.0	1,162.5	426.0	(736.5)	

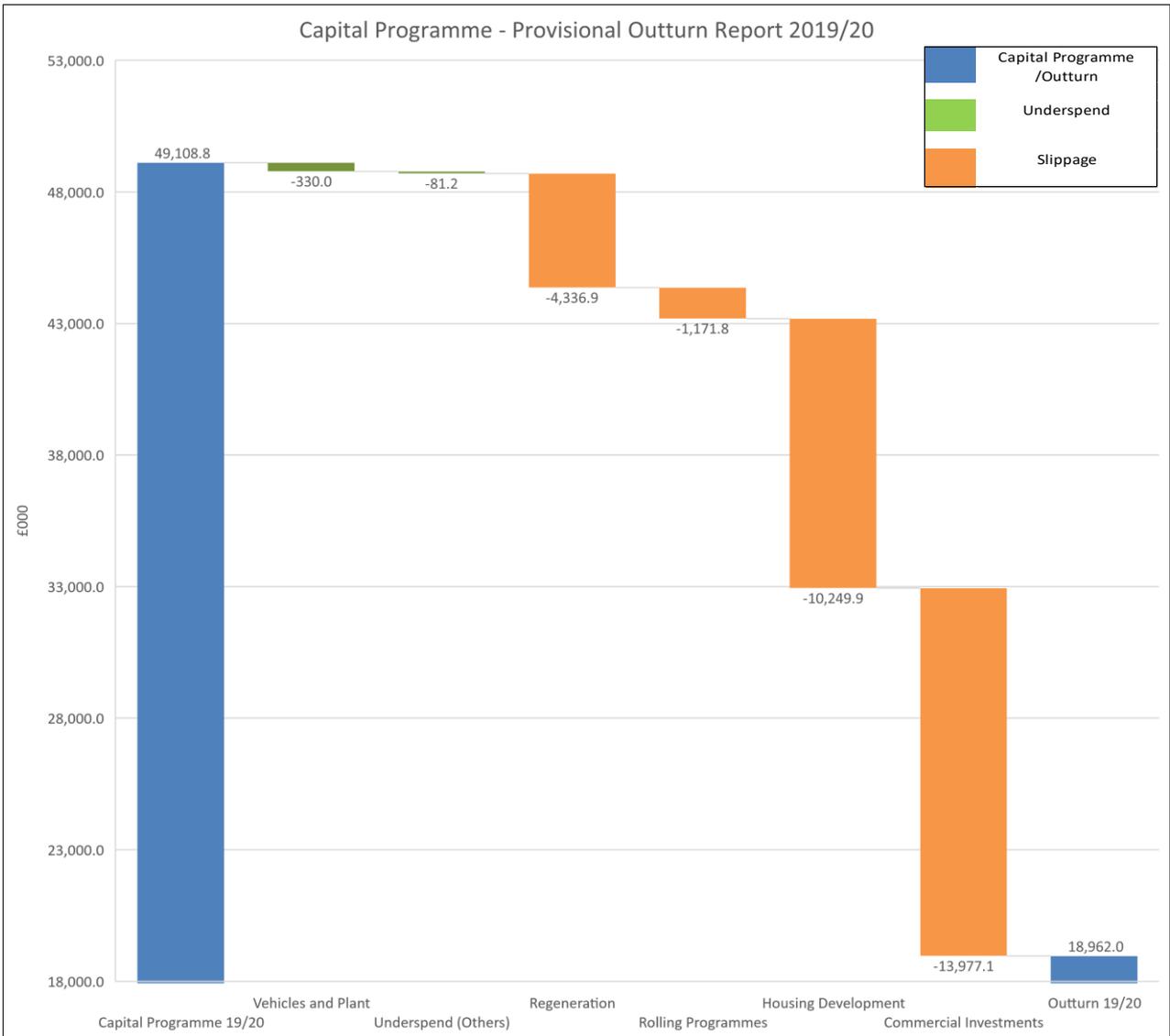
Capital Programme - Provisional Outturn 2019/20

Summary

The provisional outturn for the capital programme is £18.96m which is £30.15m (61%) below the approved programme for the year. The variance is as a result of £29.74m slippage and a £0.412m net underspend as set out below.

Headline Capital Budget Information - 2019/20

Approved Budget (Annex 1):	£49,108,800
Net Underspend	(£411,191) (0.8% of programme).
Slippage	(£29,735,562) (61% of programme)
Capital Expenditure Outturn	£18,962,047 Provisional



Underspends

Vehicles and Plant	Vehicles and Plant - £330k out of the variance of £417k was identified as no longer required for 2019/20 from the recently-completed review of programmed vehicles roll-out.
Underspend (other)	Contaminated Land Investigation Work (£30k) - Spend is contingent on the outcome of investigation works; no requirements were identified in 2019/20.
	Handy Person Scheme (£40k underspend) - The small works assistance scheme is being more widely publicised to promote uptake. Further increase in uptake is expected in future years due to changes in the availability of other sources of funding for home adaptations.
	Home Improvement Agency SCC Grant (£34k underspend) - The Home Improvement Agency service annual contract cost is now confirmed at £120k. The £34k brought forward from 2018/19 is no longer required as the budget provision was adequate for the year.
	Various Projects - £22k of other minor overspend

Slippage

Commercial	Commercial Investments - £13.977m of the £25.0m allocated for investment has been carried forward to 2020/21.
Regeneration	<p>Marketfield Way (£3.821m slippage) - The project is underway with enabling works largely undertaken in the fourth quarter of 2019/20. The main build is scheduled to commence in first quarter of 2020/21.</p> <p>Preston Regeneration (£421k slippage) - Work to Chetwode Road have been approved by the Local Committee and are now programmed to get underway in the first quarter 2020/21.</p> <p>Merstham Recreation Ground (£94k slippage) - Initial concept plan prepared with main design works commencing in 2020/21. The slippage will be carried forward into 2020/21.</p>
Rolling Programmes	<p>Disabled Facilities Grants - The £232k variance will be transferred to the Unapplied Capital Reserve. Current service demand has been below the Government grant allocation level for the last few years. Changes in grant spending policy made in September 2019 will take some time to feed through to completed works and correlated spending (as the revised Housing Assistance Policy allows for greater spending beyond just mandatory grants, there is a lag from approval through to completion of works and spend of funds).</p> <p>ICT Replacement Programme - £125k slippage is largely on the rolling replacement programme for laptops and Microsoft Office 365 licenses fees and other projects.</p> <p>Vehicles and Plant - £87k out of the reported variance of £417k outturn variance is a slippage to be utilised in 2020/21.</p> <p>Property Maintenance - Additional funds were due to be spent this financial year on Council Offices air conditioning plant and preparation works for boiler replacement. £142k slippage due to delays in progressing design and documentation. Outstanding works will be completed in 2020/21.</p> <p>Infra-structure (walls) - Costs for reinstatement of the road leading to the RNIBA housing development at Philanthropic Road. The developer has agreed to pay for half of the costs. £49k slippage due to continued negotiation with the developer on how this can be procured. This will be progressed in 2020/21.</p> <p>Car Parks - Car Parks Lift replacement at Bancroft Road multi storey was scheduled to be out to tender in 2019/20 with works reprogrammed for 2020/21. £180k Slippage due to delays in progressing the contract.</p> <p>Woodmansterne Sports Club - Drainage works. £20k slippage due to delays in specifying works. Work will be progressed in 2020/21.</p> <p>Air Quality Monitoring Equipment (£56k slippage) - is earmarked for the Electric Rapid Charger installation at Wray Lane Car Park in 2020/21.</p> <p>CCTV service (£48.6k slippage) -The CCTV service is currently being reviewed. The outcome of the review and any budget impact will be developed and reported in 2020/21.</p>

Housing Development	Lee Street Bungalows - A revised baseline budget has been approved by Executive in order to proceed with the build contract based on the updated financial position in February 2020. The £386k slippage will be carried forward into 2020/21
	Cromwell Road Redevelopment - A revised baseline budget has been approved by Executive in order to proceed with the build contract based on the updated financial position in February 2020. The £5.69m slippage will be carried forward into 2020/21
	Unit 1 Pitwood Park Tadworth - A revised baseline budget has been approved by Executive in order to proceed with the build contract based on the updated financial position in February 2020. The £4.16m slippage will be carried forward into 2020/21.
Investment Properties	Slippage on Regent House maintenance work and spend on other property maintenance works. Outstanding works will be progressed in 2020/21.

Capital Programme - Provisional Outturn 2019/20 - Annex 1

Reconciliation of Capital Programme to Approved Budgets 2019-20

	£000	
Original Capital Budget	45,926.8	
Budget approved but not yet released	0.0	
	45,926.8	
Additions (detailed at Annex 2)		
Carry Forwards from previous year	1,456.3	
Additional Approvals In Year	470.0	£420k relates to rolling maintenance programme (including £80k for Regent House) and £50k relates to Handy Person Scheme.
Reprofiling of projects	0.0	
Other Changes	357.0	Funded from the CPDF Reserve - in-year allocations relating to IT and Digital Strategy Update
Other Changes	496.7	Funded from Capital Grants - in-year allocations relating to Disabled Facilities and Flexible Homelessness Support Grants
Revenue Contribution to Capital	402.0	Funded from Revenue Budget Contingency.
Revised Capital Budget	49,108.8	

Provisional Capital Outturn - 2019/20

Project	Original Capital Budget (Approved) 19/20	Carry Forwards	Additional Approvals In Year	Reprofiled	Revenue Contribution to Capital (RCC)	Other Changes	Revised Capital Budget (Approved) 19/20	Outturn	Variance	Explanation of Significant Variances
	£000	£000	£000	£000		£000	£000	£000	£000	
Horley Public Realm Improvements - Phase 2 and 3	390.0	0.0	0.0	0.0		0.0	390.0	388.6	(1.4)	Work is completed resulting in an underspend of £1.4k.
Marketfield Way Redevelopment	6,192.1	414.9	0.0	0.0		0.0	6,607.0	2,785.80	(3,821.2)	The project is underway with enabling works largely undertaken in the fourth quarter of 2019/20. The main build is scheduled to commence in first quarter of 2020/21. The slippage will be carried forward into 2020/21.
Redhill Public Realm Improvements	24.8	0.0	0.0	0.0		0.0	24.8	24.9	0.1	Work is completed and full spend achieved
Preston - Regeneration	418.5	15.2	0.0	0.0		0.0	433.7	13.0	(420.7)	Works to Chetwode Road have been approved by the Local Committee and are now programmed to get underway in the first quarter 2020/21. The slippage will be carried forward into 2020/21.
Merstham Recreation Ground	100.0	0.0	0.0	0.0		0.0	100.0	6.3	(93.7)	Initial concept plan prepared with main design works commencing in 2020/21. The slippage will be carried forward into 2020/21.
Regeneration	7,125.4	430.1	0.0	0.0	0.0	0.0	7,555.5	3,218.6	(4,336.9)	
Leisure Centre Maintenance	30.0	36.0	0.0	(15.0)		0.0	51.0	43.2	(7.8)	Planned work completed but additional works required to Donyngs. Additional works were identified at the end of the financial year and the slippage will be used for these works required in 2020/21.
Harlequin Property Maintenance	40.0	71.7	0.0	(82.0)		0.0	29.7	16.4	(13.3)	Slippage due to delays in progressing design and documentation. Work to be progressed in 2020 /21.
Play Area Improvement Programme	222.0	20.5	0.0	0.0		0.0	242.5	234.3	(8.2)	Work is completed resulting in an underspend of £8.2k
Parks & Countryside - Infrastructure & Fencing	45.0	0.0	0.0	0.0		0.0	45.0	42.5	(2.5)	Work is completed resulting in an underspend of £2.5k
Harlequin Maintenance	25.0	0.0	0.0	0.0	89.0	0.0	114.0	148.5	34.5	Spend includes projector and printer (£78k) and other facilities maintenance, £5k contribution to Wi-Fi installation project and £6k for Sound and Stage Support equipment. The £34k overspend was due to additional works necessary to complete refurbishment works.
Priory Park Maintenance	5.0	34.6	0.0	0.0		0.0	39.6	8.9	(30.8)	Slippage due to delays in progressing design and documentation. Work to be progressed in 2020 /21.
Leisure and Culture	367.0	162.8	0.0	(97.0)	89.0	0.0	521.8	493.7	(28.1)	
Lee Street Bungalows	380.1	45.6	0.0	0.0		0.0	425.7	38.9	(386.8)	A revised baseline budget has been approved by Executive in order to proceed with the build contract based on the updated financial position in February 2020. The £386k slippage will be carried forward into 2020/21
64 Massetts Road	0.0	18.2	0.0	0.0		0.0	18.2	4.6	(13.6)	Scheduled external work to the property was not completed; this will be completed during 2020/21.
Cromwell Road Development 2016	5,707.3	118.9	0.0	0.0		0.0	5,826.2	136.2	(5,690.0)	A revised baseline budget has been approved by Executive in order to proceed with the build contract based on the updated financial position in February 2020. The £5.69m slippage will be carried forward into 2020/21
Unit 1 Pitwood Park Tadworth	4,332.0	0.0	0.0	0.0		0.0	4,332.0	167.5	(4,164.5)	A revised baseline budget has been approved by Executive in order to proceed with the build contract based on the updated financial position in February 2020. The £4.16m slippage will be carried forward into 2020/21.
Development of Court Lodge Residential Site	0.0						0.0	0.55	0.5	Historically, no capital works budget was allocated for major works in council-owned housing properties. This shortfall in provision will be addressed through ongoing Capital Programme development.
3 Tulip House	0.0						0.0	9.13	9.1	
30 Thornton Place, Horley, RH6 8RZ	0.0						0.0	9.02	9.0	
Housing Development	10,419.4	182.7	0.0	0.0	0.0	0.0	10,602.1	365.8	(10,236.3)	

Provisional Capital Outturn - 2019/20

Project	Original Capital Budget (Approved) 19/20	Carry Forwards	Additional Approvals In Year	Reprofiled	Revenue Contribution to Capital (RCC)	Other Changes	Revised Capital Budget (Approved) 19/20	Outturn	Variance	Explanation of Significant Variances
	£000	£000	£000	£000		£000	£000	£000	£000	
Earlswood Depot/Park Farm Depot	10.0	5.9	30.0	0.0		0.0	45.9	15.0	(30.9)	Slippage due to delays in progressing design and documentation. Work to be progressed in 2020 /21.
Waste Management and Recycling	10.0	5.9	30.0	0.0	0.0	0.0	45.9	15.0	(30.9)	
Land Flood Prevention Programme	6.0	5.0	0.0	0.0		0.0	11.0	0.0	(11.0)	The £11k budget slippage will be carried forward and applied to offset expenditure on Frenches Pond works in 2020/21.
Air Quality Monitoring Equipment	48.0	0.0	0.0	0.0	20.0	0.0	68.0	11.4	(56.6)	The £56k budget slippage has been earmarked for the Electric Rapid Charger installation at Wray Lane Car Park in 2020/21.
Contaminated Land - Investigation work	30.0	0.0	0.0	0.0		0.0	30.0	0.0	(30.0)	Spend is contingent on the outcome of investigation works; no requirements were identified in 2019/20.
Environment	84.0	5.0	0.0	0.0	20.0	0.0	109.0	11.4	(97.6)	
Handy Person Scheme	0.0	0.0	50.0	0.0		0.0	50.0	9.1	(40.9)	The small works assistance scheme is being more widely publicised to promote uptake. Further increase in uptake is expected in future years due to changes in the availability of other sources of funding for home adaptations.
Home Improvement Agency SCC Grant	120.0	34.0	0.0	0.0		0.0	154.0	120.0	(34.0)	The Home Improvement Agency service annual contract cost is now confirmed at £120k. The £34k brought forward from 2018/19 is no longer required as the budget provision was adequate for the year.
53 Disabled Facilities Grant	965.0	0.0	0.0	0.0		169.0	1,134.0	902.3	(231.6)	The £232k variance will be transferred to the Unapplied Capital Reserve. Current service demand has been below the Government grant allocation level for the last few years. Changes in grant spending policy made in September 2019 will take some time to feed through to completed works and correlated spending (as the revised Housing Assistance Policy allows for greater spending beyond just mandatory grants, there is a lag from approval through to completion of works and spend of funds).
Repossession Prevention Fund	30.0	6.3	0.0	0.0		0.0	36.3	24.8	(11.5)	The £12k variance will be transferred to Reserves. This is a grant (part of the Flexible Homeless Support Fund) funded scheme used to prevent repossessions. Actual spend will be drawn down against the remaining grant income balance.
Flexible Homelessness Support Grant	0.0	0.0	0.0	0.0		327.8	327.8	327.8	0.0	Funds are used to prevent homelessness predominantly by providing interest free loans to applicants to cover rent in advance.
Capital Grants	20.0	0.0	0.0	0.0		0.0	20.0	0.0	(20.0)	This budget is used for paying capital grants to fund improvement programmes within the borough. The £20K slippage will be carried forward into 2020/21 and committed to South Park FC for pitch improvements which cannot be undertaken until Summer 2020 (Covid-19 depending).
Capital Grants	1,135.0	40.3	50.0	0.0	0.0	496.7	1,722.0	1,384.0	(338.0)	
Great Workplace Program - Earlswood Depot	0.0	0.0	0.0	0.0	150.0	0.0	150.0	132.6	(17.4)	Great Workplace Phase 1 (Depot refurbishment) - now completed with a £17.4k underspend
ICT - Disaster Recovery	0.0	41.0	0.0	0.0	0.0	0.0	41.0	23.0	(18.0)	Project start was delayed; funds are still required to deliver Disaster Recovery improvements. This will be completed in 2020/21.
Organisational Change	0.0	41.0	0.0	0.0	150.0	0.0	191.0	155.6	(35.4)	

Provisional Capital Outturn - 2019/20

Project	Original Capital Budget (Approved) 19/20	Carry Forwards	Additional Approvals In Year	Reprofiled	Revenue Contribution to Capital (RCC)	Other Changes	Revised Capital Budget (Approved) 19/20	Outturn	Variance	Explanation of Significant Variances
	£000	£000	£000	£000		£000	£000	£000	£000	
Vehicles & Plant Programme	1,302.0	400.0	0.0	0.0		0.0	1,702.0	1,284.7	(417.3)	£330k out of the variance of £417k was identified as no longer required for 2019/20 from the recently-completed review of programmed vehicles roll-out.
ICT Replacement Programme	275.0	0.0	0.0	0.0	93.0	357.0	725.0	599.3	(125.7)	£125k slippage is largely on the rolling replacement programme for laptops and Microsoft Office 365 licenses fees and other projects.
Capitalised Software - Licensing	0.0				50.0		50.0	49.60	(0.4)	The spend relates to software costs (Civica Icon upgrade and implementation) that are capitalisable.
Operational Buildings (Council Offices Programme)	30.0	48.8	100.0	0.0			178.8	36.9	(141.9)	Additional funds were due to be spent this financial year on Council Offices air conditioning plant and preparation works for boiler replacement. Slippage due to delays in progressing design and documentation, Outstanding works will be completed in 2020/21.
Day Centres Programme	25.0	8.9	0.0	(8.9)		0.0	25.0	11.0	(14.0)	The £14k slippage will be carried forward into 2020/21.
Existing Pavilions Programme	30.0	21.8	0.0	(21.8)		0.0	30.0	28.8	(1.2)	Programme completed - £1.2k underspend
Commercial Investment Properties	50.0	13.3	80.0	0.0		0.0	143.3	118.3	(25.0)	Regent House maintenance work and spend on other property maintenance works. Slippage due to delays in progressing design and documentation. Outstanding works will be progressed in 2020/21.
54 Infra-structure (walls)	5.0	15.0	35.0	0.0		0.0	55.0	5.7	(49.3)	Costs for reinstatement of the road leading to the RNIBA housing development at Philanthropic Road. The developer has agreed to pay for half of the costs . Slippage due to continued negotiation with the developer on how this can be procured. This will be progressed in 2020/21.
Car Parks Capital Works Programme	30.0	50.2	106.0	0.0		0.0	186.2	5.8	(180.4)	Car Parks Lift replacement at Bancroft Road multi storey was scheduled to be out to tender in 2019/20 with works reprogrammed for 2020/21. Slippage due to delays in progressing the contract.
Public Conveniences	5.0	0.0	49.0	136.0		0.0	190.0	149.8	(40.2)	Additional funds were allocated in 2019/20 for the refurbishment of Banstead High Street and Consort Way toilets. Banstead High Street toilet works completed and work scheduled to start on Consort Way toilets in 2020/21.
Cemeteries & Chapel	0.0	8.3	0.0	(8.3)		0.0	0.0	0.2	0.2	Project completed
Allotments	4.0	0.0	0.0	0.0		0.0	4.0	0.0	(4.0)	Slippage due to delays in progressing design and documentation on the Tattenham Way allotment supply upgrade.
Woodmansterne sports club	0.0	0.0	20.0	0.0		0.0	20.0	0.0	(20.0)	Drainage works. Slippage due to delays in specifying works. Work will be progressed in 2020/21.
CCTV Rolling Programme	30.0	22.2	0.0	0.0		0.0	52.2	3.6	(48.6)	The CCTV service is currently being reviewed. The outcome of the review and any budget impact will be developed and reported in 2020/21.
Rolling Programmes	1,786.0	588.5	390.0	97.0	143.0	357.0	3,361.5	2,293.6	(1,067.9)	
Commercial Investments	25,000.0	0.0	0.0	0.0		0.0	25,000.0	11,022.9	(13,977.1)	Capital funding allocated for investment in new developments and commercial assets and activities that, in addition to local regeneration and place-shaping benefits, deliver a sustainable net income stream to the revenue budget. There was £11.022m of expenditure during 2019/20 to fund a loan to Greensand Holdings Limited for the purchase of land for Horley Business Park (£10.988m) and associated costs (£0.034m). The unspent balance will be carried forward.
Commercial Investments	25,000.0	0.0	0.0	0.0	0.0	0.0	25,000.0	11,022.9	(13,977.1)	
Acquisition of 3, 8 and 20 Reading Arch Road	0.0						0.0	1.25	1.3	Legal fees in connection with the proposed site acquisition
Other Schemes	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1.3	1.3	
Total Capital Budget	45,926.8	1,456.3	470.0	0.0	402.0	853.7	49,108.8	18,962.1	(30,146.8)	-61%

Capital Budgets - 2019/20 Carry Forwards Recommended for Approval

Description	Cost Centre Manager	Head of Service	2019/20 Carry forwards Proposed
(A)	(B)	(C)	(D)
			£
Repossession Prevention Fund	Richard Robinson	Richard Robinson	11,500
Lee Street Bungalows	Richard Robinson	Richard Robinson	386,800
64 Massetts Road	Richard Robinson	Richard Robinson	13,600
Cromwell Road Development 2016	Richard Robinson	Richard Robinson	5,690,000
Unit 1 Pitwood Park Tadworth	Richard Robinson	Richard Robinson	4,164,500
Housing			10,266,400
Operational Buildings (Council Offices Programme)	Roger Thompson	Daniel Jones	140,000
Day Centres Programme	Roger Thompson	Daniel Jones	13,000
Leisure Centre Maintenance	Roger Thompson	Daniel Jones	7,000
Harlequin Property Maintenance	Roger Thompson	Daniel Jones	13,000
Commercial Investment Properties	Roger Thompson	Daniel Jones	25,500
Infra-structure (walls)	Roger Thompson	Daniel Jones	49,000
Car Parks Capital Works Programme	Roger Thompson	Daniel Jones	180,000
Earlswood Depot/Park Farm Depot	Roger Thompson	Daniel Jones	30,000
Public Conveniences	Roger Thompson	Daniel Jones	40,000
Allotments	Roger Thompson	Daniel Jones	4,000
Pavillion Replacement - Woodmansterne	Roger Thompson	Daniel Jones	20,000
Priory Park Maintenance	Roger Thompson	Daniel Jones	30,000
Rolling Property Maintenance Programme:			551,500
Air Quality Monitoring Equipment	Katie Jackson	Morag Williams	50,000
Vehicles & Plant Programme	Lee Wilcox	Morag Williams	87,300
Land Flood Prevention Programme	Lee Wilcox	Morag Williams	11,000
Neighbourhood Operations - Rolling Maintenance			148,300
Capital Grants	Justine Chatfield	Justine Chatfield	20,000
CCTV Rolling Programme	Justine Chatfield	Justine Chatfield	48,600
Community Partnerships			68,600
ICT Replacement Programme	Darren Wray	Darren Wray	125,700
Disaster Recovery	Darren Wray	Darren Wray	18,000
IT Services			143,700
Marketfield Way Redevelopment	Peter Boarder	Peter Boarder	3,821,200
Merstham Recreation Ground	Peter Boarder	Peter Boarder	93,700
Preston - Parking Improvements	Peter Boarder	Peter Boarder	399,500
Preston - Landscaping	Peter Boarder	Peter Boarder	21,200
Place Delivery			4,335,600
Commercial Investments	Caroline Waterworth	Caroline Waterworth	13,977,100
Commercial Ventures			13,977,100
Total			29,491,200
			2019/20 Carry Forwards Recommended for Approval

Capital Outturn and Carry Forward Schedule - 2019/20

Project	Original Capital Budget (Approved) 19/20	Carry Forwards (2018/19)	Other Changes	Revised Capital Budget (Approved) 2019/20	Outturn (2019/20)	Outturn Variance (2019/20)	Carry Forward Proposed (2019/20)	Carry Forward Proposed - Business Case	Finance Recommendation(s)		
	£000	£000	£000	£000	£000	£000	£000		Recommend ed (Y/N)	£000	Comment
Horley Public Realm Improvements - Phase 2 and 3	390.0	0.0	0.0	390.0	388.6	(1.4)	1.4	Delay in delivery and installation of recycling bins	N	0.0	Immaterial - Suggest the £1.4k planned spend is absorbed within 2020/21 programme funding
Marketfield Way Redevelopment	6,192.1	414.9	0.0	6,607.0	2,785.80	(3,821.2)	3,821.2	Delay in being able to get on site due to need for revised Executive approval. This is a project over many financial years. The total scheme costs require the full allocation as agreed by Executive in December 2019.	Y	3,821.2	Large scale project scheduled for completion in 2022/23 requiring rollover of slippage to deliver project within the approved financial envelope.
Preston - Regeneration	418.5	15.2	0.0	433.7	13.0	(420.7)	420.7	Slight delay in completing detailed design and getting on site due to the need to complete a funding agreement between Surrey County Council (SCC) and RBBC. Carry forward of slippage required to complete work on Chetwode Road as agreed at Local Committee	Y	420.7	Local Committee approval now secured and project scheduled to be delivered in 2020/21.
Merstham Recreation Ground	100.0	0.0	0.0	100.0	6.3	(93.7)	93.7	Delay in being able to recruit to post to bring forward the project. Carry forward of fund requested to be able to undertake survey and design work	Y	93.7	Project at development stage
50 Regeneration	7,100.6	430.1	0.0	7,530.7	3,193.7	(4,337.0)	4,337.0			4,335.6	
Leisure Centre Maintenance	30.0	36.0	(15.0)	51.0	43.2	(7.8)	7.0	Planned works completed but additional works required to Donyngs. Additional works was not brought to light until late in financial year	Y	7.0	Additional works identified requiring funding with slippage.
Harlequin Property Maintenance	40.0	71.7	(82.0)	29.7	16.4	(13.3)	13.0	Slippage due to delays in progressing design and documentation. Delays to refurbishment of public toilets	Y	13.0	Slippage required to fund delayed works.
Play Area Improvement Programme	222.0	20.5	0.0	242.5	234.3	(8.2)	8.2	The reported underspend is already factored into 20/21's play area replacement programme and is due to be used towards the total contract costs of the two play areas to be replaced.	N	0.0	Immaterial - Suggest spend is absorbed within 2020/21 £230k funding. Annual trend suggests scheme generally delivered with slight underspend.
Parks & Countryside - Infrastructure & Fencing	45.0	0.0	0.0	45.0	42.5	(2.5)	2.5	Track resurfacing works due to take place in Q1 2020 were not able to be actioned due to localised flooding.	N	0.0	Immaterial - Suggest spend is absorbed within 2020/21 funding
Priory Park Maintenance	5.0	34.6	0.0	39.6	8.9	(30.8)	30.0	Slippage to delays in getting access due to time constraints and access through tenant. Carry forward will be spent on defective flooring replacement.	Y	30.0	Slippage required to fund delayed works.
Leisure and Culture	342.0	162.8	(97.0)	407.8	345.2	(62.6)	60.7			50.0	

Capital Outturn and Carry Forward Schedule - 2019/20

Project	Original Capital Budget (Approved) 19/20	Carry Forwards (2018/19)	Other Changes	Revised Capital Budget (Approved) 2019/20	Outturn (2019/20)	Outturn Variance (2019/20)	Carry Forward Proposed (2019/20)	Carry Forward Proposed - Business Case	Finance Recommendation(s)		
	£000	£000	£000	£000	£000	£000	£000		Recommend ed (Y/N)	£000	Comment
Lee Street Bungalows	380.1	45.6	0.0	425.7	38.9	(386.8)	386.8	Project stalled, updated project and budget agreed at Feb 20 Exec.	Y	386.8	The slippage is required in order to proceed with the build contract based on the updated financial position approved by Executive in February 2020.
64 Massetts Road	0.0	18.2	0.0	18.2	4.6	(13.6)	13.6	External works not completed yet, will be done during 2020/21.	Y	13.6	Slippage required to fund delayed works
Cromwell Road Development 2016	5,707.3	118.9	0.0	5,826.2	136.2	(5,690.0)	5,690.0	Build delayed, had to return to Feb 20 Exec	Y	5,690.0	The slippage is required in order to proceed with the build contract based on the updated financial position approved by Executive in February 2020.
Unit 1 Pitwood Park Tadworth	4,332.0	0.0	0.0	4,332.0	167.5	(4,164.5)	4,164.5	Build delayed, had to return to Feb 20 Exec	Y	4,164.5	The slippage is required in order to proceed with the build contract based on the updated financial position approved by Executive in February 2020.
Housing Development	10,419.4	182.7	0.0	10,602.1	347.1	(10,255.0)	10,255.0			10,254.9	
Earlswood Depot/Park Farm Depot	10.0	5.9	30.0	45.9	15.0	(30.9)	30.0	Slippage due to delays in progressing design and documentation. Carry forward will be spent on boiler replacement.	Y	30.0	Slippage required to fund delayed works.
Waste Management and Recycling	10.0	5.9	30.0	45.9	15.0	(30.9)	30.0			30.0	
Land Flood Prevention Programme	6.0	5.0	0.0	11.0	0.0	(11.0)	11.0	Planned works were unable to be actioned within the financial year due to staff resource constraints during 19/20, works are expected to be commissioned to a contractor in 20/21 to prevent a reoccurrence.	Y	11.0	Slippage required to fund delayed works.
Air Quality Monitoring Equipment	48.0	0.0	20.0	68.0	11.4	(56.6)	50.0	Wray Lane rapid electric vehicle charge point requires replacement, as at end of life. This will not be possible without carried forward funds, which would otherwise result in the charge point having to be decommissioned.	Y	50.0	Slippage is earmarked to fund Wray Lane car park rapid electric vehicle charge point replacement.
Environment	54.0	5.0	20.0	79.0	11.4	(67.6)	61.0			61.0	
Repossession Prevention Fund	30.0	6.3	0.0	36.3	24.8	(11.5)	11.5	Underspend is carried over year on year as this cost code is always under pressure because it is used to provide grants and loans to individuals to prevent homelessness. This year we have been successful in getting grants repaid to enable this fund to help more households.	Y	11.5	Slippage required to increase level of provision available for the assistance service.
Capital Grants	20.0	0.0	0.0	20.0	0.0	(20.0)	20.0	Funds committed to South Park FC for pitch improvements which they cannot undertake until Summer 2020 (Covid-19 depending). Agreed with South Park FC to carry forward our grant to 2020/21 but not beyond. This has political support.	Y	20.0	The slippage is required to cover funds already committed to an organisation in the community.
Capital Grants	50.0	6.3	0.0	56.3	24.8	(31.5)	31.5			31.5	

Capital Outturn and Carry Forward Schedule - 2019/20

Project	Original Capital Budget (Approved) 19/20	Carry Forwards (2018/19)	Other Changes	Revised Capital Budget (Approved) 2019/20	Outturn (2019/20)	Outturn Variance (2019/20)	Carry Forward Proposed (2019/20)	Carry Forward Proposed - Business Case	Finance Recommendation(s)		
	£000	£000	£000	£000	£000	£000	£000		Recommend ed (Y/N)	£000	Comment
ICT - Disaster Recovery	0.0	41.0	0.0	41.0	23.0	(18.0)	18.0	Disaster recovery project activities were not delivered in full as scheduled for 2019/20. There is risk to Disaster Recovery which is on the Corporate Risk Register to resolve if carry forward is not approved.	Y	18.0	Slippage required to fund delayed works.
Organisational Change	0.0	41.0	0.0	41.0	23.0	(18.0)	18.0			18.0	
Vehicles & Plant Programme	1,302.0	400.0	0.0	1,702.0	1,284.7	(417.3)	87.3	There is a slippage of £87,347 net of budget adjustment which is due to the overrunning procurement for one transport/workshop van and two Greenspaces vehicles. One workshop van, one playground repair vehicle and one arborists vehicle. Should the carry forward not be approved, there would be significant impact on both the Transport and greenspaces departments and the services that they are able to provide.	Y	87.3	£330k out of the reported £417k underspend relates to ring-fenced 2019/20 budget reduction identified from the recently completed review of programmed vehicles roll-out and forms part of the service capital programme budgets reprofiling.
ICT Replacement Programme	275.0	0.0	450.0	725.0	599.3	(125.7)	125.7	Projects delayed. Carry forward is required to deliver them. Impact to PCI-DSS compliance if these key projects are not delivered.	Y	125.7	Slippage required to fund delayed works.
Operational Buildings (Council Offices Programme)	30.0	48.8	100.0	178.8	36.9	(141.9)	140.0	Council Offices additional funds were due to be spent this financial year on air conditioning plant and preparation works for boiler replacement. Slippage due to delays in progressing design and documentation. Outstanding works will be commissioned and completed in 2020/21.	Y	140.0	Slippage required to fund delayed works.
Day Centres Programme	25.0	8.9	(8.9)	25.0	11.0	(14.0)	13.0	Slippage due to Staywell occupancy of buildings restricting progression of works. Carry forward will be spent on boiler works, extensive flooring and blind replacement, toilet and kitchen upgrades.	Y	13.0	Slippage required to fund delayed works.
Commercial Investment Properties	50.0	13.3	80.0	143.3	95.8	(47.5)	25.5	Slippage (£25.5k) due to delays in progressing design and documentation. Carry forward will be spent on outstanding works.	Y	25.5	Slippage required to fund delayed works.
Infra-structure (walls)	5.0	15.0	35.0	55.0	5.7	(49.3)	49.0	Outstanding roadworks to RNIBA development wasn't agreed with developer on how this can be procured as joint venture. Carry forward will be spent on repairs to Philanthropic Road and development access.	Y	49.0	Slippage required to fund delayed works.

Capital Outturn and Carry Forward Schedule - 2019/20

Project	Original Capital Budget (Approved) 19/20	Carry Forwards (2018/19)	Other Changes	Revised Capital Budget (Approved) 2019/20	Outturn (2019/20)	Outturn Variance (2019/20)	Carry Forward Proposed (2019/20)	Carry Forward Proposed - Business Case	Finance Recommendation(s)		
	£000	£000	£000	£000	£000	£000	£000		Recommend ed (Y/N)	£000	Comment
Car Parks Capital Works Programme	30.0	50.2	106.0	186.2	5.8	(180.4)	180.0	Programme delays due to time constraints on tender process / procurement / legal requirements. Carry forward will be spent on replacement of broken lifts at Bancroft Rd car park. Lift remains out of service with only 1 working. if it fails, there will be no lift service at all.	Y	180.0	Slippage required to fund delayed works.
Public Conveniences	5.0	0.0	185.0	190.0	149.8	(40.2)	40.0	Programme delays due to high tender returns for refurbishment works. Carry forward will be spent on Consort way public toilet refurbishment. There has been increasing complaints about the state of the toilets.	Y	40.0	Slippage required to fund delayed works.
Allotments 59	4.0	0.0	0.0	4.0	0.0	(4.0)	4.0	Slippage due to delays in progressing design and documentation. Carry forward will be spent on Tattenham Way allotment supply upgrade. If work is not done, there would be continued disruption to supply.	Y	4.0	Slippage required to fund delayed works.
Woodmansterne sports club	0.0	0.0	20.0	20.0	0.0	(20.0)	20.0	Slippage due to delays in progressing design and documentation. Carry forward required for drainage repairs and boiler up grades. If works are not done, there is risk of further blockages and boiler break downs.	Y	20.0	Slippage required to fund delayed works.
CCTV Rolling Programme	30.0	22.2	0.0	52.2	3.6	(48.6)	48.6	Review of our future commitment to CCTV undertaken in 2019/20, which was due to go to Leaders on 30th March (but has now been delayed). It was not prudent to invest in improvements to the CCTV network ahead of a decision on whether or not we retain CCTV. Once that decision is taken we will need the funds either to upgrade part / all of the CCTV network and / or to decommission part / all of the network.	Y	48.6	The CCTV service is currently being reviewed. The slippage will be required to contribute towards any budget impact in 2020/21 from the review outcome.
Rolling Programmes	1,756.0	558.4	967.1	3,281.5	2,192.6	(1,088.9)	733.2			733.1	
Commercial Investments	25,000.0	0.0	0.0	25,000.0	11,022.9	(13,977.1)	13,977.1	Allocated capital funding for investment in new developments and commercial assets and activities that, in addition to local regeneration and place-shaping benefits, deliver a sustainable net income stream to the revenue budget. There was £11.022m of expenditure during 2019/20 to fund the purchase of land for the Horley Business Park (£10.988m) and other associated consultancy costs (£0.034m)	Y	13,977.1	This is a capital funding 'pot' allocated for investment in new developments and commercial assets and activities. The slippage will be required in addition to the £50m allocation for 2020/21 to fund new investment proposals in 2020/21 and future years.
Commercial Investments	25,000.0	0.0	0.0	25,000.0	11,022.9	(13,977.1)	13,977.1			13,977.1	
Total Capital Budget	44,732.0	1,392.2	920.1	47,044.3	17,175.8	(29,868.5)	29,503.4			29,491.2	

Provisional Capital Outturn - 2019/20

Project	Original Capital Budget (Approved) 19/20	Carry Forwards	Additional Approvals In Year	Reprofiled	Revenue Contribution to Capital (RCC)	Other Changes	Revised Capital Budget (Approved) 19/20	Outturn	Variance	Explanation of Significant Variances
	£000	£000	£000	£000		£000	£000	£000	£000	
Horley Public Realm Improvements - Phase 2 and 3	390.0	0.0	0.0	0.0		0.0	390.0	388.6	(1.4)	Work is completed resulting in an underspend of £1.4k.
Marketfield Way Redevelopment	6,192.1	414.9	0.0	0.0		0.0	6,607.0	2,785.80	(3,821.2)	The project is underway with enabling works largely undertaken in the fourth quarter of 2019/20. The main build is scheduled to commence in first quarter of 2020/21. The slippage will be carried forward into 2020/21.
Redhill Public Realm Improvements	24.8	0.0	0.0	0.0		0.0	24.8	24.9	0.1	Work is completed and full spend achieved
Preston - Regeneration	418.5	15.2	0.0	0.0		0.0	433.7	13.0	(420.7)	Works to Chetwode Road have been approved by the Local Committee and are now programmed to get underway in the first quarter 2020/21. The slippage will be carried forward into 2020/21.
Merstham Recreation Ground	100.0	0.0	0.0	0.0		0.0	100.0	6.3	(93.7)	Initial concept plan prepared with main design works commencing in 2020/21. The slippage will be carried forward into 2020/21.
Regeneration	7,125.4	430.1	0.0	0.0	0.0	0.0	7,555.5	3,218.6	(4,336.9)	
Leisure Centre Maintenance	30.0	36.0	0.0	(15.0)		0.0	51.0	43.2	(7.8)	Planned work completed but additional works required to Donyngs. Additional works were identified at the end of the financial year and the slippage will be used for these works required in 2020/21.
Harlequin Property Maintenance	40.0	71.7	0.0	(82.0)		0.0	29.7	16.4	(13.3)	Slippage due to delays in progressing design and documentation. Work to be progressed in 2020 /21.
Play Area Improvement Programme	222.0	20.5	0.0	0.0		0.0	242.5	234.3	(8.2)	Work is completed resulting in an underspend of £8.2k
Parks & Countryside - Infrastructure & Fencing	45.0	0.0	0.0	0.0		0.0	45.0	42.5	(2.5)	Work is completed resulting in an underspend of £2.5k
Harlequin Maintenance	25.0	0.0	0.0	0.0	89.0	0.0	114.0	148.5	34.5	Spend includes projector and printer (£78k) and other facilities maintenance, £5k contribution to Wi-Fi installation project and £6k for Sound and Stage Support equipment. The £34k overspend was due to additional works necessary to complete refurbishment works.
Priory Park Maintenance	5.0	34.6	0.0	0.0		0.0	39.6	8.9	(30.8)	Slippage due to delays in progressing design and documentation. Work to be progressed in 2020 /21.
Leisure and Culture	367.0	162.8	0.0	(97.0)	89.0	0.0	521.8	493.7	(28.1)	
Lee Street Bungalows	380.1	45.6	0.0	0.0		0.0	425.7	38.9	(386.8)	A revised baseline budget has been approved by Executive in order to proceed with the build contract based on the updated financial position in February 2020. The £386k slippage will be carried forward into 2020/21
64 Massetts Road	0.0	18.2	0.0	0.0		0.0	18.2	4.6	(13.6)	Scheduled external work to the property was not completed; this will be completed during 2020/21.
Cromwell Road Development 2016	5,707.3	118.9	0.0	0.0		0.0	5,826.2	136.2	(5,690.0)	A revised baseline budget has been approved by Executive in order to proceed with the build contract based on the updated financial position in February 2020. The £5.69m slippage will be carried forward into 2020/21
Unit 1 Pitwood Park Tadworth	4,332.0	0.0	0.0	0.0		0.0	4,332.0	167.5	(4,164.5)	A revised baseline budget has been approved by Executive in order to proceed with the build contract based on the updated financial position in February 2020. The £4.16m slippage will be carried forward into 2020/21.
Development of Court Lodge Residential Site	0.0						0.0	0.55	0.5	Historically, no capital works budget was allocated for major works in council-owned housing properties. This shortfall in provision will be addressed through ongoing Capital Programme development.
3 Tulip House	0.0						0.0	9.13	9.1	
30 Thornton Place, Horley, RH6 8RZ	0.0						0.0	9.02	9.0	
Housing Development	10,419.4	182.7	0.0	0.0	0.0	0.0	10,602.1	365.8	(10,236.3)	

Provisional Capital Outturn - 2019/20

Project	Original Capital Budget (Approved) 19/20	Carry Forwards	Additional Approvals In Year	Reprofiled	Revenue Contribution to Capital (RCC)	Other Changes	Revised Capital Budget (Approved) 19/20	Outturn	Variance	Explanation of Significant Variances
	£000	£000	£000	£000		£000	£000	£000	£000	
Earlswood Depot/Park Farm Depot	10.0	5.9	30.0	0.0		0.0	45.9	15.0	(30.9)	Slippage due to delays in progressing design and documentation. Work to be progressed in 2020 /21.
Waste Management and Recycling	10.0	5.9	30.0	0.0	0.0	0.0	45.9	15.0	(30.9)	
Land Flood Prevention Programme	6.0	5.0	0.0	0.0		0.0	11.0	0.0	(11.0)	The £11k budget slippage will be carried forward and applied to offset expenditure on Frenches Pond works in 2020/21.
Air Quality Monitoring Equipment	48.0	0.0	0.0	0.0	20.0	0.0	68.0	11.4	(56.6)	The £56k budget slippage has been earmarked for the Electric Rapid Charger installation at Wray Lane Car Park in 2020/21.
Contaminated Land - Investigation work	30.0	0.0	0.0	0.0		0.0	30.0	0.0	(30.0)	Spend is contingent on the outcome of investigation works; no requirements were identified in 2019/20.
Environment	84.0	5.0	0.0	0.0	20.0	0.0	109.0	11.4	(97.6)	
Handy Person Scheme	0.0	0.0	50.0	0.0		0.0	50.0	9.1	(40.9)	The small works assistance scheme is being more widely publicised to promote uptake. Further increase in uptake is expected in future years due to changes in the availability of other sources of funding for home adaptations.
Home Improvement Agency SCC Grant	120.0	34.0	0.0	0.0		0.0	154.0	120.0	(34.0)	The Home Improvement Agency service annual contract cost is now confirmed at £120k. The £34k brought forward from 2018/19 is no longer required as the budget provision was adequate for the year.
61 Disabled Facilities Grant	965.0	0.0	0.0	0.0		169.0	1,134.0	902.3	(231.6)	The £232k variance will be transferred to the Unapplied Capital Reserve. Current service demand has been below the Government grant allocation level for the last few years. Changes in grant spending policy made in September 2019 will take some time to feed through to completed works and correlated spending (as the revised Housing Assistance Policy allows for greater spending beyond just mandatory grants, there is a lag from approval through to completion of works and spend of funds).
Repossession Prevention Fund	30.0	6.3	0.0	0.0		0.0	36.3	24.8	(11.5)	The £12k variance will be transferred to Reserves. This is a grant (part of the Flexible Homeless Support Fund) funded scheme used to prevent repossessions. Actual spend will be drawn down against the remaining grant income balance.
Flexible Homelessness Support Grant	0.0	0.0	0.0	0.0		327.8	327.8	327.8	0.0	Funds are used to prevent homelessness predominantly by providing interest free loans to applicants to cover rent in advance.
Capital Grants	20.0	0.0	0.0	0.0		0.0	20.0	0.0	(20.0)	This budget is used for paying capital grants to fund improvement programmes within the borough. The £20K slippage will be carried forward into 2020/21 and committed to South Park FC for pitch improvements which cannot be undertaken until Summer 2020 (Covid-19 depending).
Capital Grants	1,135.0	40.3	50.0	0.0	0.0	496.7	1,722.0	1,384.0	(338.0)	
Great Workplace Program - Earlswood Depot	0.0	0.0	0.0	0.0	150.0	0.0	150.0	132.6	(17.4)	Great Workplace Phase 1 (Depot refurbishment) - now completed with a £17.4k underspend
ICT - Disaster Recovery	0.0	41.0	0.0	0.0	0.0	0.0	41.0	23.0	(18.0)	Project start was delayed; funds are still required to deliver Disaster Recovery improvements. This will be completed in 2020/21.
Organisational Change	0.0	41.0	0.0	0.0	150.0	0.0	191.0	155.6	(35.4)	

Provisional Capital Outturn - 2019/20

Project	Original Capital Budget (Approved) 19/20	Carry Forwards	Additional Approvals In Year	Reprofiled	Revenue Contribution to Capital (RCC)	Other Changes	Revised Capital Budget (Approved) 19/20	Outturn	Variance	Explanation of Significant Variances
	£000	£000	£000	£000		£000	£000	£000	£000	
Vehicles & Plant Programme	1,302.0	400.0	0.0	0.0		0.0	1,702.0	1,284.7	(417.3)	£330k out of the variance of £417k was identified as no longer required for 2019/20 from the recently-completed review of programmed vehicles roll-out.
ICT Replacement Programme	275.0	0.0	0.0	0.0	93.0	357.0	725.0	599.3	(125.7)	£125k slippage is largely on the rolling replacement programme for laptops and Microsoft Office 365 licenses fees and other projects.
Capitalised Software - Licensing	0.0				50.0		50.0	49.60	(0.4)	The spend relates to software costs (Civica Icon upgrade and implementation) that are capitalisable.
Operational Buildings (Council Offices Programme)	30.0	48.8	100.0	0.0			178.8	36.9	(141.9)	Additional funds were due to be spent this financial year on Council Offices air conditioning plant and preparation works for boiler replacement. Slippage due to delays in progressing design and documentation, Outstanding works will be completed in 2020/21.
Day Centres Programme	25.0	8.9	0.0	(8.9)		0.0	25.0	11.0	(14.0)	The £14k slippage will be carried forward into 2020/21.
Existing Pavilions Programme	30.0	21.8	0.0	(21.8)		0.0	30.0	28.8	(1.2)	Programme completed - £1.2k underspend
Commercial Investment Properties	50.0	13.3	80.0	0.0		0.0	143.3	118.3	(25.0)	Regent House maintenance work and spend on other property maintenance works. Slippage due to delays in progressing design and documentation. Outstanding works will be progressed in 2020/21.
Infra-structure (walls)	5.0	15.0	35.0	0.0		0.0	55.0	5.7	(49.3)	Costs for reinstatement of the road leading to the RNIBA housing development at Philanthropic Road. The developer has agreed to pay for half of the costs . Slippage due to continued negotiation with the developer on how this can be procured. This will be progressed in 2020/21.
Car Parks Capital Works Programme	30.0	50.2	106.0	0.0		0.0	186.2	5.8	(180.4)	Car Parks Lift replacement at Bancroft Road multi storey was scheduled to be out to tender in 2019/20 with works reprogrammed for 2020/21. Slippage due to delays in progressing the contract.
Public Conveniences	5.0	0.0	49.0	136.0		0.0	190.0	149.8	(40.2)	Additional funds were allocated in 2019/20 for the refurbishment of Banstead High Street and Consort Way toilets. Banstead High Street toilet works completed and work scheduled to start on Consort Way toilets in 2020/21.
Cemeteries & Chapel	0.0	8.3	0.0	(8.3)		0.0	0.0	0.2	0.2	Project completed
Allotments	4.0	0.0	0.0	0.0		0.0	4.0	0.0	(4.0)	Slippage due to delays in progressing design and documentation on the Tattenham Way allotment supply upgrade.
Woodmansterne sports club	0.0	0.0	20.0	0.0		0.0	20.0	0.0	(20.0)	Drainage works. Slippage due to delays in specifying works. Work will be progressed in 2020/21.
CCTV Rolling Programme	30.0	22.2	0.0	0.0		0.0	52.2	3.6	(48.6)	The CCTV service is currently being reviewed. The outcome of the review and any budget impact will be developed and reported in 2020/21.
Rolling Programmes	1,786.0	588.5	390.0	97.0	143.0	357.0	3,361.5	2,293.6	(1,067.9)	
Commercial Investments	25,000.0	0.0	0.0	0.0		0.0	25,000.0	11,022.9	(13,977.1)	Capital funding allocated for investment in new developments and commercial assets and activities that, in addition to local regeneration and place-shaping benefits, deliver a sustainable net income stream to the revenue budget. There was £11.022m of expenditure during 2019/20 to fund a loan to Greensand Holdings Limited for the purchase of land for Horley Business Park (£10.988m) and associated costs (£0.034m). The unspent balance will be carried forward.
Commercial Investments	25,000.0	0.0	0.0	0.0	0.0	0.0	25,000.0	11,022.9	(13,977.1)	
Acquisition of 3, 8 and 20 Reading Arch Road	0.0						0.0	1.25	1.3	Legal fees in connection with the proposed site acquisition
Other Schemes	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1.3	1.3	
Total Capital Budget	45,926.8	1,456.3	470.0	0.0	402.0	853.7	49,108.8	18,962.1	(30,146.8)	-61%

CAPITAL BUDGETS - 2020/21

RECONCILIATION

Cost Centre	Description	2019/20 Revised Budget (Mth 12 Final)	2019/20 Actual (Outturn)	2019/20 Outturn Variance	2020/21 Original (Approved) Budget	2019/20 Carry forward (Proposed)	2020/21 Revised Budget
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)
						£	£
CB01201	Handy Person Scheme	50,000	9,106.60	(40,893.40)	50,000		50,000
CB01202	Home Improvement Agency SCC Grant	154,000	120,000.00	(34,000.00)	120,000		120,000
CB01300	Disabled Facilities Grant	1,134,000	902,333.83	(231,666.17)	1,134,000		1,134,000
CB01500	Repossession Prevention Fund	36,300	24,810.24	(11,489.76)	30,000	11,500	41,500
CB01501	Flexible Homelessness Support Grant	327,800	327,777.88	(22.12)			0
CB02100	Capital Grants	20,000		(20,000.00)		20,000	20,000
CB03121	Lee Street Bungalows	425,700	38,876.00	(386,824.00)	234,000	386,800	620,800
CB03124	3 Tulip House	-	9,126.28	9,126.28			0
CB03130	30 Thornton Place, Horley, RH6 8RZ		9,024.35	9,024.35			0
CB03190	64 Massetts Road	18,200	4,603.82	(13,596.18)		13,600	13,600
CC51014	Vehicles & Plant Programme	1,702,000	1,284,652.90	(417,347.10)	3,162,000	87,300	3,249,300
CC61014	ICT Replacement Programme	725,000	599,319.92	(125,680.08)	225,000	125,700	350,700
CC61015	Capitalised Software - Licensing	50,000	49,603.00	(397.00)			0
CC71114	Operational Buildings (Council Offices Programme)	178,800	36,916.59	(141,883.41)	115,000	140,000	255,000
CC71214	Day Centres Programme	25,000	11,034.41	(13,965.59)	75,000	13,000	88,000
CC71314	Existing Pavilions Programme	30,000	28,764.02	(1,235.98)	90,000		90,000
CC71514	Leisure Centre Maintenance	51,000	43,160.20	(7,839.80)	30,000	7,000	37,000
CC71714	Harlequin Property Maintenance	29,700	16,400.46	(13,299.54)	40,000	13,000	53,000
CC71814	Commercial Investment Properties	143,300	95,757.34	(47,542.66)	50,000	25,500	75,500
CC71815	Infra-structure (walls)	55,000	5,700.00	(49,300.00)	55,000	49,000	104,000
CC72114	Land Flood Prevention Programme	11,000		(11,000.00)	6,000	11,000	17,000
CC72124	Play Area Improvement Programme	242,500	234,295.99	(8,204.01)	226,000		226,000
CC72324	Parks & Countryside - Infrastructure & Fencing	45,000	42,533.21	(2,466.79)	45,000		45,000
CC74114	Car Parks Capital Works Programme	186,200	5,768.75	(180,431.25)	190,000	180,000	370,000
CC78101	Air Quality Monitoring Equipment	68,000	11,400.70	(56,599.30)	108,000	50,000	158,000
CC78104	Contaminated Land - Investigation work	30,000		(30,000.00)	30,000		30,000
CC79902	Earlswood Depot/Park Farm Depot	45,900	15,046.23	(30,853.77)	50,000	30,000	80,000
CC79903	Public Conveniences	190,000	149,817.76	(40,182.24)	5,000	40,000	45,000
CC79904	Cemeteries & Chapel	-	185.05	185.05	40,000		40,000
CC79905	Allotments	4,000	-	(4,000.00)	14,000	4,000	18,000
CQ33101	Pavillion Replacement - Woodmansterne	20,000	-	(20,000.00)		20,000	20,000
CC79906	Harlequin Maintenance	113,900	148,477.34	34,577.34	40,000		40,000
CN22401	Horley Public Realm Improvements - Phase 2 and 3	390,000	388,625.00	(1,375.00)	100,000		100,000
CN25201	Development of 16-46 Cromwell Road Redhill	-	-	0.00			0
CN25300	Marketfield Way Redevelopment	6,607,000	2,785,798.95	(3,821,201.05)	18,858,600	3,821,200	22,679,800
CN25400	Redhill Public Realm Improvements	24,800	24,936.42	136.42			0
CN25701	Development of Court Lodge Residential Site	-	545.00	545.00			0
CN25706	Horley Industrial Estate Development			0.00			0
CN25707	Cromwell Road Development 2016	5,826,200	136,177.33	(5,690,022.67)	3,680,000	5,690,000	9,370,000
CN25800	Merstham Recreation Ground	100,000	6,298.00	(93,702.00)	700,000	93,700	793,700
CQ32101	CCTV Rolling Programme	52,200	3,604.00	(48,596.00)	30,000	48,600	78,600
CQ33305	Priory Park Maintenance	39,600	8,850.00	(30,750.00)	198,000	30,000	228,000
CQ33501	Preston - Parking Improvements	412,500	12,987.50	(399,512.50)	362,100	399,500	761,600
CQ33504	Preston - Landscaping	21,200	-	(21,200.00)		21,200	21,200
CQ33508	Merstham Regeneration	-	22,500.00	22,500.00			0
CV56110	Unit 1 Pitworth Park Tadworth	4,332,000	167,477.47	(4,164,522.53)	1,745,000	4,164,500	5,909,500
CV56115	Acquisition of 3, 8 and 20 Reading Arch Road	-	1,250.00	1,250.00			0
CV56118	Great Workplace Program - Earlswood	150,000	124,236.74	(25,763.26)			0
CV57820	Earlswood Depot Refurbishment Project	-	8,401.19	8,401.19			0
CV57830	Disaster Recovery	41,000	23,002.77	(17,997.23)		18,000	18,000
CV57999	Commercial Investments	25,000,000	11,022,913.00	(13,977,087.00)	50,000,000	13,977,100	63,977,100
CC79950	Vibrant towns & villages				100,000		100,000
CN22401	Horley Public Realm Improvements - Phase 4						0
CC79900	Harlequin - Service Development				100,000		100,000
CB03300	Housing Delivery				10,000,000		10,000,000
CV56119	Workplace Facilities: Development	Estate/Asset			250,000		250,000
CV56120	Workplace Facilities: additional IT requirement for increase in workforce.				30,000		30,000
CC79912	Building Maintenance – consultancy/capitalised staff costs.				50,000		50,000
CC71806	Beech House, London Road, Reigate				3,000,000		3,000,000
CC71805	Forum House, Brighton Road, Redhill				70,000		70,000
CC71804	Unit 61E, Albert Road North				55,000		55,000
CC71807	Regent House				25,000		25,000
CC71803	Linden House , 51b High Street, Reigate				17,250		17,250
CC71802	Units 1-5 Redhill Distribution Centre. Salfords				40,250		40,250
CC71801	Crown House				75,000		75,000
CC71800	Tenanted properties - occupied by third-parties -planned building maintenance				100,000		100,000
CC51015	Fleet Vehicle Wash-Bay Replacement				350,000		350,000
Total		49,108,800	18,962,096	(30,146,704)	96,100,200	29,491,200	125,591,400
		Reconciled to 30 January 2020 Executive Report.	P13 - Outturn	P13 - Outturn Variance	Reconciled to 30 January 2020 Executive Approved Budget.	2019/20 Carry Forward (Proposed)	2020/21 Revised Budget (including 2019/20 Carry forwards)
			63				

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KEY PERFORMANCE INDICATORS (KPIs) – 2020/21

The Council's KPIs for 2020/21 have been updated in order to ensure that they continue to be robust and demonstrate performance against key corporate objectives. The Overview and Scrutiny Committee has previously received the draft indicators in February 2020.

The KPIs to be reported on for 2020/21 are detailed in the table below:

Ref.	Portfolio Holder	Indicator
KPI 1	Cllr Schofield	The % of Council Tax collected
KPI 2	Cllr Schofield	The % of Business Rates collected
KPI 3	Cllr Lewanski	Staff turnover
KPI 4	Cllr Lewanski	Staff sickness absence (short-term)
KPI 5	Cllr Knight	The % of positive homelessness prevention and relief outcomes
KPI 6	Cllr Biggs	Net housing completions
KPI 7	Cllr Biggs	Net affordable housing completions
KPI 8	Cllr Bramhall	Cleansing - performance in Local Environmental Quality surveys
KPI 9	Cllr Bramhall	Number of missed bins per 1,000 collected
KPI 10	Cllr Bramhall	The % of household waste that is recycled and composted
KPI 11	Cllr Bramhall	Refuse and Recycling - revenue expressed as a % of the service's costs (annually reported in Q4)
KPI 12	Cllrs Schofield and Archer	Movement in investment income as a % of the Council's budget (annually reported in Q4)
KPI 13	Cllr Horwood	Number of visits to the Council's leisure centres (annually reported in Q4)
Contextual performance information provided on an annual basis:		
	Cllrs Horwood and Ashford	Intervention service performance (not a KPI, contextual measures)
	Cllr Schofield	Fraud service performance (not a KPI, contextual measure)
	Cllr Lewanski	Corporate complaints information (not a KPI, contextual)

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Reigate & Banstead
BOROUGH COUNCIL
Banstead | Horley | Redhill | Reigate

REPORT OF:	CHAIR OF OVERVIEW AND SCRUTINY COMMITTEE
AUTHOR:	Catriona Marchant
TELEPHONE:	01737 276 6066
E-MAIL:	Catriona.Marchant@reigate-banstead.gov.uk
TO:	OVERVIEW AND SCRUTINY COMMITTEE
DATE:	11 JUNE 2020

WARD (S) AFFECTED:	All
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SUBJECT:	RECOVERY SCRUTINY PANEL AND EVALUATING OVERVIEW AND SCRUTINY PANEL
RECOMMENDATIONS: <ol style="list-style-type: none">To agree the membership of the Recovery Scrutiny Panel and the Evaluating Overview and Scrutiny Panel and the timetables for scrutiny of the Recovery Plan for 2020/21 and Evaluating Overview and Scrutiny as set out in the report;To agree the scope of the Recovery Scrutiny Panel and the Evaluating Overview and Scrutiny Panel work during 2020/2021.	
SUMMARY To consider the membership, timetable and scope of work of the Recovery Scrutiny Panel and the Evaluating Overview and Scrutiny Panel during 2020/21.	

BACKGROUND

- Group Leaders on 12 May 2020 supported the Committee's request for the Recovery Scrutiny Panel and Evaluating Overview and Scrutiny Panel to be established for 2020/21 and included in its work programme.
- The Committee is therefore requested to agree activity for the Panel for the year 2020/21. This will focus on consideration and review of the Recovery Plan proposals for 2020/21 and the Evaluating Overview and Scrutiny Panel for 2020/21.

MEMBERSHIP

- The Recovery Scrutiny Panel and the Evaluating Overview and Scrutiny Panel are both 7 Member panels. The political proportionality requirements do not apply to scrutiny panels. However, the Committee has always sought to apply the principles. Therefore, this year's membership for each Panel is as follows:

Conservative	4
Residents' Association	1
Green	1
Liberal Democrat	1

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4. Meetings of the Panels are open to any Councillor to attend.
5. The Committee is asked to consider the nominations for Membership of the Recovery Scrutiny Panel, and the following have been received:

Conservative Party: Nominations to be confirmed.
 Residents' Association: Cllr N. Harrison
 Green Party: Cllr S. Sinden
 Liberal Democrats: Cllr J. Philpott

The remaining nominations will be confirmed at the meeting.

6. The Committee is asked to consider the nominations for Membership of the Evaluating Overview and Scrutiny Panel, and the following have been received:

Conservative Party: Nominations to be confirmed.
 Residents' Association: Cllr R. Feeney
 Green Party: Cllr J. Essex
 Liberal Democrats: Cllr J. Philpott

The remaining nominations will be confirmed at the meeting.

7. The Committee is requested to approve the nominations made.

TIMETABLE

8. The indicative timetable for development of the Recovery Plan proposals for 2020/21 is as follows:

Recovery Scrutiny Panel	Overview & Scrutiny Committee	Executive
Consider and review the Recovery Plan, give feedback and make recommendations.	Consider the Panel's feedback and a further update from officers and make recommendations.	Consider feedback and recommendations.
15 July	10 Sep	28 July/ 17 Sep
15 Oct	9 Dec	19 Nov/ 17 Dec
14 Jan	21 Jan	28 Jan

9. The indicative timetable for development of the Evaluating Overview and Scrutiny Plan proposals for 2020/21 is as follows:

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Overview and Scrutiny Panel	Overview & Scrutiny Committee	Executive
Consider and review Overview and Scrutiny, give feedback and make recommendations.	Consider the Panel's feedback and a further update from officers. Make recommendations.	Consider feedback and recommendations.
23 June (1)	10 Sep	17 Sep
21 July (2)		

ROLE OF THE OVERVIEW AND SCRUTINY COMMITTEE

10. The Panel's activity will therefore focus on considering and responding to the Recovery Plan for 2020/21 and the Evaluating Overview and Scrutiny Panel for 2020/21. This is expected to focus on providing an opportunity for Panel members to review the Recovery Plan and the Evaluating Overview and Scrutiny proposals, raise questions, receive written responses and have an opportunity to meet to discuss them.

Background Papers:

- Member Briefing Note – Covid-19 from response to recovery in Reigate and Banstead

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COVID-19: From response to recovery in Reigate & Banstead

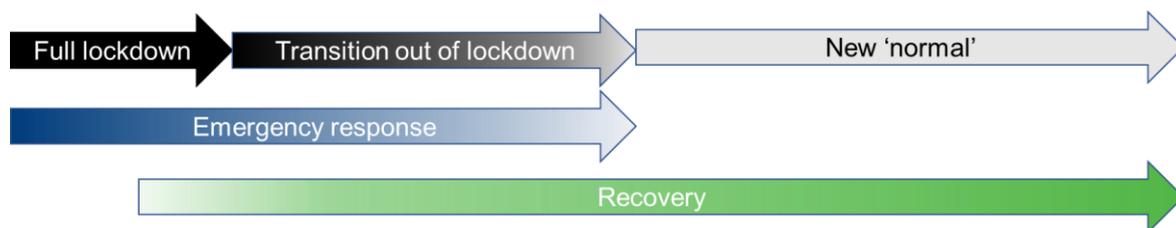
Member briefing note

1. Reigate & Banstead's emergency response so far

- 1.1 Our emergency response is operating smoothly and making a huge difference to those who need help (based on info available at 29 April):
- Around 1,300 welfare calls weekly to vulnerable residents, carried out by around 50 redeployed staff and volunteers
 - £19m in business grants paid out to over 1,350 local businesses
 - Harlequin community support centre (CSC) established, which has dispatched over 800 food packages and over 700 hot meals
 - Nearly 6200 items distributed into the foodbank network via our CSC
 - Nearly 900 new volunteers registered to help out in the local area
 - 22 additional people in temporary accommodation due to COVID-19 response

2. Planning for recovery

- 2.1 As our emergency response beds in (and in due course starts to scale back) the Council will move into the recovery phase.
- 2.2 The recovery stage will be lengthy given the scale and extent of the emergency and the extended period of readjustment that our communities and local economy will need.



3. The principles behind our recovery

- 3.1 As a Council, we will not be returning to exactly 'how things were' this week, this month and probably not even this year.
- 3.2 With that in mind, we have set some principles to guide how we work for the foreseeable future (starting with 2020/21).

The principles underpinning our recovery

- Maintain core essential and statutory services
- Provide targeted support for those who need it most
- Draw on resources within our communities to help us
- Strengthen our place in the community and the role of councillors as community leaders
- Manage expectations about non-core activities and encourage personal responsibility
- Become more efficient by maintaining new and different ways of working
- Invest responsibly to help secure the future wellbeing and resilience of the borough

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4. Recovery phases

4.1 There will be three phases to our recovery planning.

4.2 **Phase 1: Transition.** Managing the transition out of lockdown and embedding vital core services in the short term.

This means making sure we are able to continue to deliver welfare support while also bringing back on stream the services that will be needed as lockdown begins to be lifted.

4.3 **Phase 2: Strategic recovery.** Co-ordinating the return of the wider range of Council services and activities to a more normal footing

This means enabling Council services not directly associated with our emergency response to start to return to business as usual.

4.4 **Phase 3: Service transformation.** Planning and designing the future focus of Council services and activities based on what we have learned.

As well as the challenges of responding to COVID-19 there are also opportunities to build on some of the new ways of operating that have emerged in recent weeks.

5. Recovery workstreams

5.1 To take forward work across these three phases, we have identified five workstreams. More information about each workstream is included in **Annex 1**.

Our five recovery workstreams



5.2 Our recovery work is being overseen by the Recovery Steering Group, comprised of the Leader and Deputy Leader, the Chief Executive and Directors.

- Each recovery workstream will have 2 Lead Executive members and one or more lead Heads of Service
- They will be supported by other staff teams across the Council and (if needed) external expertise. Communications will be a central consideration across all workstreams.

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c. Regular member updates will be provided as well as the opportunity for scrutiny.

5.3 **Annex 2** provides more information.

6. Timeframes

6.1 It is clear that the transition out of lockdown and back to 'normal life' is going to take some time.

6.2 The diagram below shows anticipated timeframes for the three phases of recovery work. *Note that timeframes are approximate and dependent on local resources and the national government's approach to lifting lockdown.*



6.3 Early phase 3 work will inform service & financial planning for 2021/22, but it is likely that this phase will take a number of years to fully implement.

7. Next steps

7.1 Further information and updates will be provided as the recovery workstreams get underway.

7.2 In the meantime, if you have any questions, please contact:

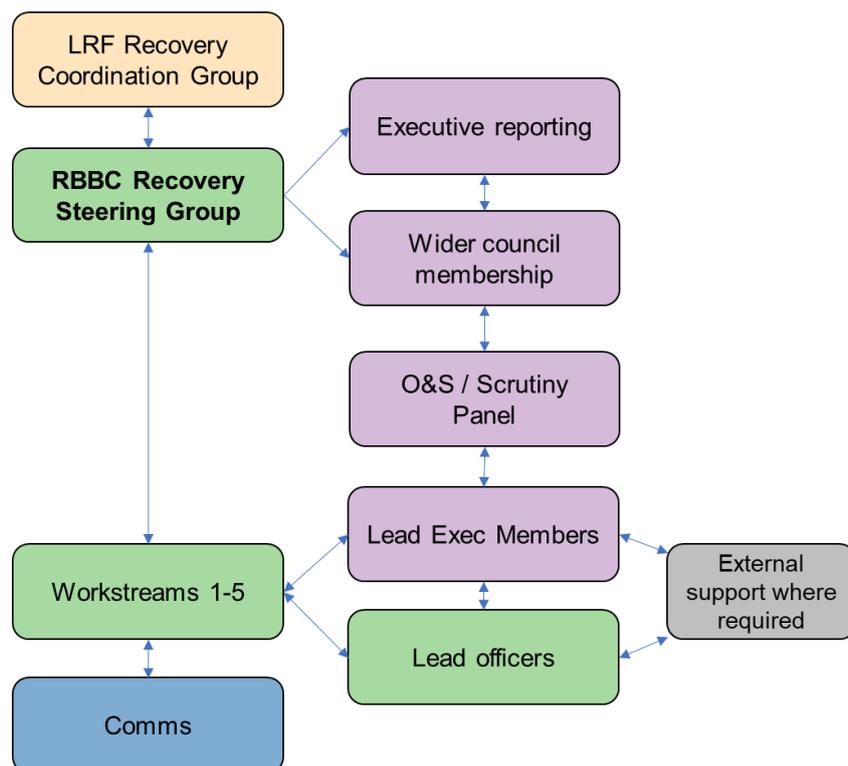
- Member contact: cllr.schofield@reigate-banstead.gov.uk
- Officer contact: catherine.rose@reigate-banstead.gov.uk

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Annex 1: Further detail about workstreams

<p>Cross cutting workstream: New ways of working and models of service delivery</p> <ul style="list-style-type: none"> Developing new ways of working within the Council (officer & member) Delivery of services in partnership with public, private or voluntary sector organisations New models of service delivery associated with new ways of working Supporting staff and maintaining organisational culture 	
<p>Transition workstream: Community connections, including supporting vulnerable residents</p> <ul style="list-style-type: none"> Working with local communities to strengthen grass-roots support networks Manage transition out of lockdown/shielding for those we are currently supporting Manage impact of lifting central government requirements/restrictions Understand future needs of vulnerable/newly vulnerable residents Determine appropriate type and level of future Council support for communities and vulnerable residents 	<p>Transition workstream: Supporting local businesses and the local economy to recover</p> <ul style="list-style-type: none"> Understand the support local businesses want Determine appropriate type and level of support the Council should provide Support entrepreneurship and connect skills and employment providers with local workers Identify opportunities to ensure longer term health of town and village centres
<p>Transition workstream: Council services and projects recovery</p> <ul style="list-style-type: none"> Ensure sustainability of core and statutory services Identify and maintain progress on key projects Planning in relation to non-statutory services Planning in relation to on 'on-hold' projects and work areas 	<p>Transition workstream: Finances and income to fund future services</p> <ul style="list-style-type: none"> Manage 2020/21 budget and financial impact of emergency response Review commercial income generation parameters and priorities Review commercial governance arrangements Explore opportunities for efficiencies associated with new ways of working

Annex 2: Summary of working structures and member reporting



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SIGNED OFF BY	Head of Legal and Governance
AUTHOR	Catriona Marchant, Democratic Services Officer
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TO	Overview and Scrutiny Committee
DATE	Thursday, 11 June 2020
MEMBER	Chair of Overview & Scrutiny

KEY DECISION REQUIRED	N
WARDS AFFECTED	(All Wards);

SUBJECT	Overview and Scrutiny Committee: Annual Report 2019/20
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RECOMMENDATIONS

- (i) That the Annual Report of the Overview and Scrutiny Committee be noted and recommended to Council.
- (ii) That any additional observations be made to Council.

REASONS FOR RECOMMENDATIONS

The Overview and Scrutiny Committee serves as a critical friend to the Council and Executive. The Annual Report of the Committee provides a summary of the work of the Committee during 2019/20 to the Council.

EXECUTIVE SUMMARY

The Overview and Scrutiny Committee and its Panels examine whether Council services and policies are being delivered in the most efficient and effective way possible, and whether they are meeting the needs of local residents, businesses and users of Council services.

There are strong performance management arrangements and the Overview and Scrutiny Committee receives quarterly management information..

As specified in its terms of reference, the Committee provides an annual report

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to the Council. The Annual Report of the Committee provides a summary of the work of the Committee in 2019/20 to the Council. This report therefore supports awareness of the role and actions of the Committee by the Council.

The above recommendations are subject to approval by Full Council.

STATUTORY POWERS

1. The functions of the Overview and Scrutiny Committee are set out in Chapter 2 of the Local Government Act 2000, the Council's Constitution, and the terms of reference of the Committee.

BACKGROUND

2. The Annual Report 2019/20 of the Overview and Scrutiny Committee sets out the work of the Committee in 2019/20, the terms of reference and attendance information of Members for the year.

KEY INFORMATION

3. The full Annual Report of the Overview and Scrutiny Committee for 2019/20 forms Annex 1 to this report.
4. The Membership of the Overview and Scrutiny Committee, the Committee's terms of reference, and attendance information for the year are set out in Annex 2 to this report.

OPTIONS

5. The Committee has the option to support the Annual Report of the Overview and Scrutiny Committee 2019/20 and make any additional observations.
6. The Committee has the option not to support the Annual Report of the Overview and Scrutiny Committee 2019/20. This is not recommended.

LEGAL IMPLICATIONS

7. There are no immediate legal implications arising from this report. The Overview and Scrutiny Committee is a strategic function of the authority and central to the organisation's corporate governance.

FINANCIAL IMPLICATIONS

8. There are no direct financial implications arising from the annual report.

EQUALITIES IMPLICATIONS

9. The Council has a Public Sector Equality Duty under the Equality Act (2010) to have due regard to the need to:
 - Eliminate discrimination, harassment and victimisation and any other conduct prohibited under the Act;

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- Advance equality of opportunity between people who share those protected characteristics and people who do not;
- Foster good relations between people who share those characteristics and people who do not.

10. The three parts of the duty applies to the following protected characteristics: age; disability; gender reassignment; pregnancy/maternity; race; religion/faith; sex and sexual orientation. In addition, marriage and civil partnership status applies to the first part of the duty.

11. The Committee should ensure that it has regard for these duties by considering them through the course of its work. This should include considering:

- How policy issues impact on different groups within the community, particularly those that share the nine protected characteristics;
- Whether the impact on particular groups is fair and proportionate;
- Whether there is equality of access to service and fair representation of all groups within the Borough;
- Whether any positive opportunities to advance equality of opportunity and/or good relations between people, are being realised.

COMMUNICATION IMPLICATIONS

12. There are no significant communications implications arising from this report.

CONSULTATION

13. In accordance with the Overview and Scrutiny arrangements contained in the Council's constitution, the Committee's Annual Report was discussed with the Chair and Vice-Chair of the Overview and Scrutiny Committee.

ANNEXES

14. Annex 1 – Annual Report of Overview and Scrutiny Committee 2019/20

15. Annex 2 – Overview and Scrutiny Committee 2019/20 Membership and Member Attendance

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REIGATE AND BANSTEAD BOROUGH COUNCIL

OVERVIEW AND SCRUTINY COMMITTEE

ANNUAL REPORT 2019/20

This Annual Report reviews Overview and Scrutiny activities in 2019/20.

1. Introduction

- 1.1. The Overview & Scrutiny Committee has a number of roles in its terms of reference:
 - scrutiny of the decision-making process;
 - monitoring the Council's performance;
 - operating as the "Audit Committee" of the Council;
 - operating as the "Crime and Disorder 'Scrutiny' Committee";
 - supporting the strategic development of policy proposed by the Executive;
 - reviewing issues of concern to local people through Councillor calls for Action;
 - "Call in" of Executive decisions;
 - participating in Joint Scrutiny arrangements in Surrey;
 - monitoring and scrutinising the activities of other organisations that impact on residents and businesses in the borough;
- 1.2. The Committee consists of 15 Members and establishes Review Panels, where required, to undertake detailed work on a 'task and finish' basis. These Panels mostly consist of five members. Panel recommendations are presented to the Committee, the Executive and/or Council.
- 1.3. In 2019/20 the advance questioning procedure was used in advance of each Committee meeting. This procedure provides Members with more time to research issues and prepare questions. It also enables Officers, Members and external guests to prepare more detailed responses.
- 1.4. The Committee continued the arrangement of holding Executive Members to account for their responsibility areas by inviting three Executive Members responsible for the service areas of Organisation, Place and People to present their objectives, recent achievements, current challenges and future priorities to the Committee.
- 1.5. The ModGov website and Web Library provided Members with access to information to support their role and includes:
 - performance information including Internal Audit review reports;
 - presentations received at its meetings;
 - Scrutiny Panel reports;
- 1.6. The Membership, Terms of Reference of the Committee and attendance at the Committee and its Panels are given in Annex 2. The March and April meetings of the Committee were cancelled due to the Council's emergency response to Covid-19 but virtual meetings started in June 2020.

2. Holding the Executive to Account

- 2.1. The Executive Members and/or Management Team representatives supported the Committee's scrutiny activities and attended meetings of the Committee and Scrutiny Panels throughout the year.
- 2.2. The Committee held the Leader and Executive Members to account through:
 - the attendance of the Leader, the Deputy Leader and Portfolio Holders at the Committee or its Panels to explain how the Executive proposed to deliver its plans and strategies; and
 - Portfolio Holders presenting their objectives to the Committee.
 - Reviewing a number of proposed Executive decisions and providing commentary to the Executive where judged appropriate.
- 2.3. Councillors M. Brunt, Leader of the Council, and T. Schofield, Portfolio Holder for Finance, attended the Budget Scrutiny Panel, to support the Panel's scrutiny. These councillors also attended the Committee meeting at which the report of the Budget Scrutiny Panel was received and considered, to further support this process and respond to questions from the Committee.
- 2.4. Councillor R. Ashford, Portfolio Holder for Community Partnerships, attended the Committee's annual 'Crime and Disorder' meeting in January to support the scrutiny of the Community Safety Partnership.
- 2.5. The Committee reviewed developing Council strategy areas, including the Council's developing Housing Strategy.
- 2.6. It also received updates on the Council's forthcoming Corporate Plan 2020-25 and Housing Strategy as part of briefings from members of the Executive.
- 2.7. The Committee considered its work plan for 2020/21, supported by discussion between the Chair of the Committee, Leader of the Council and Chief Executive of the Council. This was supported by the Committee at its meeting in February and recommended to the Executive and Council.

3. Executive Member Objectives

- 3.1. The following Executive Members reviewed their objectives and service areas to the Committee (in chronological order).
- 3.2. In October, the Committee received a briefing from two of the three Organisation Portfolio Holders about their Organisation service areas and their portfolios.
- 3.3. Councillor T. Schofield, Deputy Leader and Portfolio Holder for Finance gave an overview of Finance and Investment and Companies. This included Service and Financial Planning, Treasury Management, Capital Investment Strategy and Medium-Term Financial Plan 2020-25 and asset management review. He also gave an oversight of the investments and companies such as Horley Business Park investment approach and other work overseen by the Commercial Ventures Executive Sub-Committee.
- 3.4. Councillor V. Lewanski, Portfolio Holder for Corporate Direction and Governance, provided a briefing on Council's Corporate and Governance areas including Legal, performance and project reporting, HR and organisational development, ICT and customer contact.
- 3.5. Councillor M. Brunt, Leader of the Council, provided a briefing on the work of the Council in July 2019 and January 2020, including leadership priorities, Council

initiatives and projects, future challenges facing the Council, and engagement between the Executive and the Overview and Scrutiny Committee.

- 3.6. In January, Councillor Mr. R. Ashford, Executive Member for Community Partnerships, who gave an update on the community safety work of the Council, including its work with the East Surrey Community Safety Partnership and to address matters such as anti-social behaviour, modern slavery, and domestic abuse.
- 3.7. In January, the Committee received a briefing from the People Portfolio Holders on the People service areas.
- 3.8. Councillor G. Knight, Portfolio Holder for Housing and Benefits, gave an overview of the work on housing services and revenue, benefits and fraud. This included work on the housing strategy, homelessness prevention, affordable homes, Cromwell Road and Pitwood Park, collecting Council Tax revenue and business rates in the Borough.
- 3.9. Councillor A. Horwood, Portfolio Holder for Wellbeing and Intervention gave an overview of work on the Family Support Programme, the Refugee Resettlement Programme and the Money Support Team. In the Wellbeing area, he reported on the increase in visitor numbers to the three leisure centres and the refurbished cinema at the Harlequin theatre.
- 3.10. Councillor R. Ashford, Portfolio Holder for Community Partnerships, gave an update of the voluntary and community safety services, community development work and an update on the three Community Centres in Banstead, Woodhatch and Horley that were being brought in-house.
- 3.11. In February, the Committee received a briefing from the Place Portfolio Holders on the Place service areas.
- 3.12. Councillor R. Biggs, Portfolio Holder for Planning Policy, provided an update to the Committee, on the Council's work within the Planning Policy portfolio which included the adoption of the Development Management Plan (DMP) in September 2019, updates on the Community Infrastructure Levy (CIL) and the Core Strategy Review.
- 3.13. Councillor E. Humphreys, Portfolio Holder for Place and Economic Prosperity, provided a briefing on the Council's work to support economic prosperity, including an overview of business trends in the borough and the work of the business prosperity team to support business and the delivery of social value in the borough. He gave an update on Horley Business Park, Gatwick/Heathrow Airports, local business support, Marketfield Way, Horley Master Plan and Preston regeneration. He also updated Members on the Reigate and Banstead Business Awards and the Local Enterprise Partnership (LEP) and Local Industrial Strategy.
- 3.14. Councillor N. Bramhall, Portfolio Holder for Neighbourhood Services, provided a briefing on her portfolio areas which included services provided such as refuse, recycling and cleansing, regulatory services, fleet management and greenspaces. She set out current focus and future challenges including the environmental sustainability strategy.
- 3.15. The Committee welcomed the opportunity to examine in detail the work of Executive Portfolio Holders, to test the relationship of this work to the Council's corporate objectives and to scrutinise the performance of the Council's services.

4. Crime and Disorder

- 4.1. The Committee again held an annual meeting as part of its Crime and Disorder responsibility. The Committee scrutinised the activities of the East Surrey Community Safety Partnership (ESCSP) in 2019/20.
- 4.2. The Surrey Police Borough Commander for Reigate and Banstead was invited to attend the meeting as a key community safety partner and supported the Committee in its scrutiny activity.
- 4.3. The Committee investigated in questioning a wide range of community safety issues and explored the current activity areas and priority concerns of the ESCSP, the work of the Police in the borough, and areas in which the Council, ESCSP and Police could best work together. The discussion considered the importance of cooperation and information sharing among a range of matters.

5. Performance Monitoring

- 5.1. The Committee continued to monitor the Council's performance. This included reviewing the following information:
 - Service Performance Management (quarterly);
 - Revenue and Capital Management (quarterly);
 - Risk Management (six monthly updates);
 - performance against the Five Year Plan 2015-20 (annually).
- 5.2. The detailed information on performance variances and responses to Member questions was provided in the e-Members Room and on the Modern Gov website in support of this activity. More detailed information on service performance was also available from the e-Members Room and on the Modern Gov website.
- 5.3. The advance questioning procedure was used to support quarterly performance reports, and the Chief Executive, in regularly supporting meetings of the Overview and Scrutiny Committee, was able to answer additional questions on performance. Where the Chief Executive was unable to attend, an appropriate Management Team representative attended to provide continuity of support to the Committee.
- 5.4. The quarterly reports showed that the Council continued to perform well. Any comments from the Committee on performance were reported to the Executive for their consideration.

6. Key Performance Indicators 2020/21

- 6.1 The Committee set up a cross-party Member working group to ensure that the Council's performance measures remained robust and fit for purpose for 2020/21.
- 6.2 An updated reporting template ensured the indicators included enhanced narrative about each indicator. Members received the draft Key Performance Indicators (KPIs) for 2020/21 at their meeting in February.

7. Audit

Internal Audit

- 7.1. There were 15 Internal Audit reviews undertaken by the Southern Internal Audit Partnership (SIAP) (the Council's Internal Auditors) in the 2019/20 period up to the end of March, and final reports for all of these audits have been issued. Each final report is provided in full on the e-Members Room and on the Modern Gov website. Members were invited to submit advance questions to Committee meetings on a quarterly basis. Quarterly internal audit progress reports were provided to the Committee which provided assurance that the audit plan was being delivered and management actions completed. In June 2020, the Committee is due to consider SIAP's Annual Internal Audit Report for the year ended 31 March 2020, which provided a positive opinion on the overall adequacy of and effectiveness of the organisation's risk management, control and governance processes.
- 7.2. As delegated in the Council's Constitution, the Committee considered the proposed Internal Audit Charter and Audit Plan for 2019/20 at the March 2019 meeting of the Committee.
- 7.3. In March 2019, the Committee considered the strategic risks for 2019/20, which underpins the Council's internal audit approach, and had the opportunity to make any comments to the Executive.

External Audit

- 7.4. The Committee received the annual report for the 2019/20 financial year from the External Auditors (Deloitte) in September 2019.
- 7.5. The Committee were pleased to note that Deloitte had been generally positive and that no major issues had been identified by the auditors. This confirmed that the Council had proper arrangements to secure economy, efficiency and effectiveness in its use of resources. The minor issues identified were noted to be being monitored and addressed.

8. Strategy and Policy Development

- 8.1. The Committee commented on the following draft strategies and policies:
 - Treasury Management Strategy 2019/20;
 - Housing Delivery Strategy 2020-25;
 - Medium Term Financial Plan 2019/20-23/24 (through the budget scrutiny process);
 - The Council's outline Capital Investment Strategy 2019/20;
 - Companies Performance Update reports.
- 8.2. The Committee also received information on the Corporate Plan 2020-25 and Housing Strategy 2020-25 as part of briefings provided by Executive Members.
- 8.3. The Committee also received and considered the Calendar of Meetings for 2020/21.

9. Review Panels

- 9.1. The Committee had two Review Panels this year, as detailed below.

Budget Scrutiny Review Panel (Chair: Councillor N. Harrison)

- 9.2. The Budget Scrutiny Review Panel reviewed the Service & Financial Planning (Provisional Budget) 2020/21 report.
- 9.3. The Panel undertook a very robust review and considered over 100 advance questions along with further questions and comments that were raised within the meeting.
- 9.4. The Panel recognised and appreciated the significant amount of work that had gone into preparing the service and financial plans for 2020/21 and concluded that the budget proposals were sound, balanced and achievable. However, concern was expressed that the overall increase in the Revenue budget is unsustainable in the long term, unless additional revenue income sources are brought on stream.
- 9.5. The Committee supported the conclusions of the Panel on the provisional budget and provided its comments to the Executive for their final consideration of the Budget. The Committee considered the final budget proposals of the Executive for 2020/21 and the capital programme 2020 to 2025. There was a call on reserves to balance the budget, but it was anticipated that the forecast underspend from 2019/20 would fund the majority of this. On this basis, the Committee was supportive of this realistic approach to budget planning.

LDF Scrutiny Review Panel (Chair: Councillor P. Harp)

- 9.6 Following the adoption of the Development Management Plan (DMP) in September 2019, a public consultation was undertaken from 6 January to 8 February 2020 on three Supplementary Planning Documents. These were: Draft Affordable Housing, Barn Supplementary and Farm Conversions, Historic Parks and Gardens and Reigate Shop Front Design. The LDF Scrutiny Review Panel was set up to consider the public consultation responses.

10. 'Call-in' of Executive Decisions

- 10.1. No 'Call-In's were received during 2019/20.

11. Joint Scrutiny Arrangements in Surrey

- 11.1. Though the Committee has the facility to undertake joint scrutiny, no such reviews took place in 2019/20. The facility will be utilised in the future should a topic be identified that meets the criteria for collaborative scrutiny.

12. Community Call for Action

- 12.1 No Community Calls for Action were recorded during 2019/20.

13. Operational arrangements

- 13.1. As the Chair of the Committee, I had regular meetings with the Chief Executive which focused on delivering the Committee's work programme. I am particularly appreciative of this involvement and for the support of the Chief Executive at our meetings.
- 13.2. I am equally grateful for the support provided by the Leader of the Council, with whom I met to discuss the work of the Executive and the work of the Committee, and how these could continue to support and complement each other. In accordance with the Overview and Scrutiny Committee's Procedure Rules, the Committee's work programme for 2020/21 was discussed with the Leader.

14. Conclusion

- 14.1. The Committee recognises that the Council continues to focus on outcomes for residents and businesses and is responding well to continuing financial pressures and managing its processes in an efficient manner. The work of the Overview and Scrutiny Committee has maintained a streamlined approach in 2019/20 and in developing its work programme for 2020/21 has sought to continue this.
- 14.2. Nevertheless, the Committee has worked hard on behalf of the Council and community in scrutinising the Council's decision-making process, holding Executive Members to account, and monitoring the Council's performance, as well as contributing to strategic policy development. All this activity adds great value to the Council's processes and assists the Council to uphold a consistently high level of service.
- 14.3. Throughout this year, effort has been made to enhance the relationship between the Committee and the Executive, and thus to increase the effectiveness of the Committee's activities in support the Council. I am appreciative of the approach of the Leader and the Executive in supporting this improvement, and in working to address any concerns of the Committee.
- 14.4. In accordance with the Overview and Scrutiny Committee's Terms of Reference, the Council is requested to note this Annual Report.

COUNCILLOR N. HARRISON

**CHAIR
OVERVIEW AND SCRUTINY COMMITTEE**

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OVERVIEW AND SCRUTINY COMMITTEE

MEMBERSHIP 2019/20

All Councillors, except Members of the Executive, may be Members of the Overview and Scrutiny Committee and Panels appointed by it. However, no Member may be involved in scrutinising a decision in which he/she has been directly involved.

For information, the Membership of the Committee during 2019/20 was as follows:-

Councillor Mr. N. Harrison (Chair)

Councillors	Mrs. R. Absalom	Councillors	Mr. J. King
	Mr. M. Blacker		Mr. R. Michalowski (from Feb 2020)
	Mr. G. Buttironi		Ms. C. Neame (until Sept 2019)
	Mr. J. Essex		Mr. S. Parnall (until Feb 2020)
	Mr. R. Feeney		Ms. J. Philpott
	Mr. J. Hudson		Ms. K. Sachdeva (from Dec 2019)
	Mr. F. Kelly		Mrs. S. Sinden
			Mrs. R. Turner

TERMS OF REFERENCE

The Terms of Reference of the Overview and Scrutiny Committee are set out below:-

(a) Scrutiny

- Review and scrutinise decisions made by, and the performance of the Leader / Executive decision maker, Committees and Council Officers excluding decisions on individual applications/cases;
- Review and scrutinise the performance of the Council in relation to its policy objectives, performance targets or particular service areas;
- Make recommendations to the Leader / Executive decision maker, Committees or the Council arising from the outcome of the scrutiny process;
- Review and scrutinise the performance of other public bodies.

(b) Policy Review and Development

- Assist the Council [and the Executive] in the development of its budget and policy framework;
- Conduct research, community and other consultation on policy issues and possible options.

In relation to (a) and (b) above:

- Question the Leader / Executive decision maker, Committees, Directors, Chief Officers or Heads of Service;
- Liaise as necessary with external organisations;
- Question and obtain confirmation/advice from any other person/organisation.

(c) Budget/Resources

- To exercise responsibility for resources allocated to support the work of the Committee.

(d) Audit Responsibilities

- To consider the effectiveness of the Council's risk management arrangements;
- Approve the Council's internal audit strategy and monitor performance;
- Review summary internal audit reports and the main issues arising, and seek assurance that appropriate action has been taken where necessary;
- Receive the annual report of the Chief Internal Auditor;
- Be consulted upon reports received from External Audit and other inspection agencies.

(e) Crime and Disorder

- That for the purposes of the Police and Justice Act 2006 that the Overview and Scrutiny Committee be designated as the Crime and Disorder Committee with the following remit:
 - (a) To review or scrutinise decisions made, or action taken, in connection with the discharge by the responsible authorities of their crime and disorder functions;
 - (b) To make reports or recommendations to the responsible authority(s) with respect to the discharge of those functions.

(f) Joint Scrutiny

- The scrutiny and reporting functions set out in the Local Government and Public Involvement in Health Act 2007 and the Local Authorities (Overview and Scrutiny Committees) (England) Regulations 2009 and any amendments made thereto, and in particular:
 - (a) The scrutiny of the improvement targets contained in the Surrey Local Area Agreement; and
 - (b) To make reports or recommendations to the LAA partners with respect to the matters that relate to a relevant LAA target.

(g) Generally

- To report annually to the Council on the Committee's work and (following consultation with the Executive) upon the future Work Programme for the Committee;
- To appoint panels as necessary to carry out and report upon the work of the Committee;
- To consider any valid Councillor Call for Action;
- To ensure effective scrutiny of the Treasury Management Strategy and procedures.

ATTENDANCE 2019/20

Overview and Scrutiny Committee		
No. of Meetings Held Not including 19 March or 10 April	Members	No. of Meetings Attended Not including 19 March or 10 April*
7	<p>Councillors</p> <p>Mr. N. Harrison (Chair)</p> <p>Mr. S. Parnall (Vice-Chair until Feb 2020)</p> <p>Mr. S. Walsh (Vice-Chair from Feb 2020)</p> <p>Mrs. R. Absalom</p> <p>Mr. M. Blacker</p> <p>Mr. G. Buttironi</p> <p>Mr. J. Essex</p> <p>Mr. R. Feeney</p> <p>Mr. J. Hudson</p> <p>Mr. F. Kelly</p> <p>Mr. J. King</p> <p>Mr. R. Michalowski (from Feb 2020)</p> <p>Ms. C. Neame**</p> <p>Ms. J. Philpott</p> <p>Ms. K. Sachdeva**</p> <p>Mrs. S. Sinden</p> <p>Mrs. R. Turner</p>	<p>7</p> <p>4</p> <p>6</p> <p>7</p> <p>7</p> <p>7</p> <p>7</p> <p>6</p> <p>6</p> <p>6</p> <p>3</p> <p>6</p> <p>1</p> <p>3</p> <p>6</p> <p>0</p> <p>5</p> <p>6</p>
	<p>*The March and April meetings of the Committee were cancelled due to the Council's emergency response to Covid-19.</p> <p>**Councillor C. Neame was a member of the Committee for 3 meetings between 6 June 2019 and 12 September 2019, and Councillor K. Sachdeva was a member of the Committee for the 3 meetings between 17 December 2019 and 20 February 2020.</p>	

BUDGET SCRUTINY REVIEW PANEL 2019/20: ATTENDANCE

Panel	No. of Meetings Held	Members	No. of Meetings Attended
Budget Scrutiny Review Panel 21 November 2020	1	Councillors Mr. N. Harrison (Chair) Mr. D. Allcard Mr. J. Essex Mr. S. Parnall Ms. J. Philpott Ms. K. Sachdeva Mr. S. Walsh	1 1 1 - 1 - -
	Note:	Councillors Mr. M.A. Brunt (Leader of the Council), Mr. T. Schofield (Executive Member for Finance), Mr. R. Ashford, Mr. P. Harp, Ms. N. Moses, Mrs. R. Ritter and Mrs. S. Sinden were also in attendance.	

LDF SCRUTINY REVIEW PANEL 2019/20: ATTENDANCE

Panel	No. of Meetings Held	Members	No. of Meetings Attended
LDF Scrutiny Review Panel (Supplementary Planning Documents - public consultation responses) 18 February 2020	1	Councillors Mr. P. Harp (Chair) Mr. D. Allcard Mr. M. Blacker Mr. S. Parnall Mr. S. McKenna	1 1 1 1 -

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REIGATE AND BANSTEAD BOROUGH COUNCIL

OVERVIEW AND SCRUTINY COMMITTEE

LOCAL DEVELOPMENT FRAMEWORK SCRUTINY REVIEW PANEL

Notes of the meeting held at 6pm on 18 February 2020

Present: Councillors P. Harp (Chair), D. Allcard, M. Blacker, S. Parnall

Officers: Andrew Benson (Head of Planning), John McNally, Catherine Rylands, Catriona Marchant (Democratic Services Officer)

1. Apologies for absence

Apologies for absence Councillor S. McKenna (Panel Member).

2. Election of panel chair

Councillor P. Harp was nominated as Panel Chair, proposed by Councillor D. Allcard and seconded by Councillor M. Blacker.

3. Introduction to the report outlining the consultation responses on the draft supplementary planning documents

Planning Policy Officers outlined the report and annex outlining the consultation responses on the Draft Affordable Housing, Barn and Farm Conversions, Historic Parks and Gardens and Reigate Shop Front Design Supplementary Planning Documents (SPDs). Following the adoption of the Development Management Plan (DMP) in September 2019, a public consultation was undertaken from 6 January to 8 February 2020 on these four SPDs. Overview & Scrutiny Committee asked for this Panel to be set up to consider the public consultation responses.

4. Panel's comments/observations on consultation responses

Members considered the public consultation responses to the Draft Supplementary Planning Documents (SPDs) listed above. The Panel made the following observations and comments on the consultation responses, focusing on the suggestions from the consultation responses that had been taken on board (highlighted in green):

Draft Barn and Farms Conversions SPD

- **Surrey Hills AONB (Area of Outstanding Natural Beauty) consultation response (SPD paragraph 4.8)** – Panel Members noted that the Surrey AONB Management Plan 2020-25 had an updated policy that said: 'Proposals to redevelop or convert farm buildings that would render the associated farmed landscape unviable will be resisted'. Its accompanying text in its response said that 'Farmland in the Surrey Hills has diminished, often going to equestrian uses' such as indoor riding arenas and sand schools which contributed to so-called 'horsiculture'. Members discussed the merits of barns with medieval structures, Dutch barns, barn conversions, large greenhouses and the protection of run-down traditional farm buildings of an agricultural nature that can contribute to the beauty of the landscape. The proposed Council response was that applications for development in the Surrey Hills AONB will also need to accord with DMP Policy NHE1 – Landscape Protection

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which had regard to the current Surrey Hills AONB Management Plan. The DMP also recognised the potential impact of 'horsiculture' in DMP Policy NHE8 'Horse Keeping and Equestrian Development'. The SPD would give guidance on the appropriate rural character and features seeking to protect.

- **Insulation standards** – It was noted that in response to a question on insulation standards in buildings that energy requirements are addressed via Core Strategy Policy (CS10 – Sustainable Development) and included DMP Objective SC8 to “encourage new development to incorporate passive and active energy efficiency measures and climate change resilience measures and where appropriate incorporate renewable energy technologies”.
- **External cladding** – the consultee questioned the type of wood permitted for use as external cladding in paragraph 3.56 of the draft SPD and asked whether the Council preferred/permitted oak, elm and preservative treated softwood. It was noted that the type of wood required would be dealt with on a case-by-case basis. Panel Members discussed using the traditional featheredge profile of weatherboarding for barns, rather than tongue and groove, insulation materials for timber buildings and use of fire-proof chemicals.
- **Brick and Stone barns** – it was noted that 'diamond brick ventilation patters' in paragraph 3.19 of the SPD would be amended to 'diamond brick ventilation patterns.'

Draft historic parks and gardens

- **Nork and Burgh Heath** – Panel Members noted that residents may expect Nork Park and Great Burgh to be described as being in Nork not Burgh Heath. It was agreed the draft text would remain as Nork and Burgh Heath was the historic name.
- **Box** – Panel Members discussed historic traditional Box hedges versus modern Box. Due to the damage caused by the Box Tree Caterpillar, modern Box is expensive to treat so the use of alternatives such as Box Leaf Holly should be encouraged.
- **Surrey Gardens Trust** response – it was noted that in Appendix 2: Historic England – the Gatton Park Register Entry was given in full but not the Reigate Priory entry. Officers said work was being undertaken to understand whether there was more detail for Reigate Priory and if so, this would be included in the SPD.

Draft Reigate Shop Front Design SPD

- It was noted that Reigate Shop Front Design would be amended to read Reigate Town Centre Shop Front Design. Panel Members asked if a set of suitable templates could be added as a guide when retailers were designing a shop front. It was noted that the SDP contained a lot of detail and drawings. No amendments were proposed on the use of the words 'enhance/enhanced' were part of the statutory duty 'to preserve or enhance'.

Draft Affordable housing SPD

- It was noted that Affordable Housing was a standard policy definition in the DMP, and this SPD could only provide guidance on policy. Panel Members said that amendments had been made to Figure 1 in the draft SPD on the affordability of housing in the Borough. Panel Members referred to a consultee's response on paragraph 5.35 suggesting the importance of meeting Passivhaus or equivalent energy standards. It was noted that requirement of Passivhaus energy standards would go beyond the role of the SPD. New developments' energy efficiency standards are dealt with through Core Strategy Policy CS10 'Sustainable Development' and DMP. Members discussed development of smaller houses (rather than larger houses) and energy standards in affordable housing.
- Members had no comments to make on paragraph 5.27 regarding the guidance which was informed by a detailed Housing Needs Assessment prepared by Icenl.
- Members noted a consultee Rentplus UK Ltd's response to a statement on the delivery of other affordable routes to home ownership such as affordable rent to buy. The Panel noted that paragraph 5.28 does allow for some flexibility on a site-by-site basis. This was subject to a government consultation and emerging policy on the issue which was proposing a slightly different model of shared ownership.

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- A consultee responding on behalf of Miller Homes and Thakeham Homes commented on paragraphs 3.17, 5.21 and 5.31 in the Draft SPD – the definition of increased flexibility on affordable housing provision and viability assessments. Members noted the Council’s proposed response – that the SPD provided guidance on the delivery of the latest assessment of affordable housing needs. DMP Policy DES6 was considered flexible enough to ensure that the size and tenure of affordable housing reflected the affordable housing needs in the borough at the time. Needs identified were based on discussion with the Council’s Housing Strategy team regarding the need for accommodation in the Borough. Panel Members noted their disagreement with the developers’ consultation responses.
- Paragraph 5.36 – it was noted that the SPD provided guidance on restricting rented accommodation blocks to 4 storeys which was considered appropriate, particularly regarding its impact on the environment. Planning policy officers agreed to add text to explain why this was the case.
- It was confirmed that the Council’s response to the consultee on paragraph 5.26 regarding an agreed legal agreement on affordable rent levels would mean there would be an amendment of the draft SPD with explanatory text.
- Members discussed the consultee’s response on paragraphs 6.11 – 6.13 which asked for a list of “approved viability experts”. It was confirmed that it was not possible for the Council to have this suggested list. However, it was noted that paragraph 6.9 does require for the developer to pay for the cost of external assessment of the appraisals submitted. The wording was amended to clarify that where necessary the cost of external assessment may include a full detailed viability assessment.

There were no further comments from Panel Members on the Council’s proposed responses (highlighted in blue) that had agreed updated Draft SPD text following consultee responses. It was noted that in total there were 35 representations from the public consultation exercise.

This concluded the LDF Scrutiny Review Panel discussion. Notes from the meeting would be circulated to Panel Members as well as the revised updated Draft SPDs. The report was due to be discussed at Overview and Scrutiny on 16 April 2020 and adopted by the Executive at its meeting on 23 April 2020.

Members thanked the Planning Policy team officers for their work and presentation in the detailed consultation document.

5. Any other business

There was no other business.

The meeting closed at 7.20 pm

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Agenda Item 13



SIGNED OFF BY	Head of Legal and Governance
AUTHOR	Catriona Marchant, Democratic Services Officer
TELEPHONE	Tel: 01737 276066
EMAIL	catriona.marchant@reigate-banstead.gov.uk
TO	Overview and Scrutiny Committee
DATE	Thursday 11 June 2020
EXECUTIVE MEMBER	Not applicable

KEY DECISION REQUIRED	No
WARDS AFFECTED	All Wards

SUBJECT	Overview and Scrutiny Committee's Work Programme 2020/21
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RECOMMENDATIONS
<ul style="list-style-type: none"> i. To consider the proposed future work programme for the Overview and Scrutiny Committee, set out in Annex 1; and ii. To note the Action Tracker (Annex 2) from the last meeting.
REASONS FOR RECOMMENDATIONS
<p>The work programme for the Overview and Scrutiny Committee was recommended by the Overview and Scrutiny Committee at its meeting on 20 February 2020 and was recommended by Executive on 27 February 2020 that it be approved by Council. Following Annual Council's decision on 28 May 2020 to constitute a separate Audit Committee, the Overview and Scrutiny Work Programme was updated.</p> <p>Arrangements for implementing this year's work programme have progressed and the latest plans are outlined in Annex 1. In addition an Action Tracker (Annex 2) which sets out the resolutions and requests from the previous meeting is added to the Agenda.</p> <p>This is a standing item to keep the Committee informed and to prepare for upcoming business.</p>

Agenda Item 13

EXECUTIVE SUMMARY

Background information

The selection and prioritisation of work is essential if the scrutiny function is to be successful, add value and retain credibility. This proposed standing item gives the Committee an opportunity to view and comment on future planning of the Overview and Scrutiny work programme.

Work Programme 2020/21

The Work Programme 2020/21 is a useful tool in planning the overview and scrutiny work programme. The Future Work Programme will be updated before each meeting and feed into the Corporate Forward Plan.

Recovery Scrutiny Panel

A Recovery Scrutiny Panel will consider the Recovery Plan and workstreams set up by the Council following the Covid-19 pandemic and emergency response.

Recommendations from this O&S Panel may lead to changes in the Work Programme.

Action Tracker

The Action Tracker sets out the Resolutions and requests for information from the previous meeting.

STATUTORY POWERS

1. The *Local Government Act 2000* (as amended) established Overview and Scrutiny Committees within the Leader with Cabinet model of governance. Subsequent legislation including the *Police and Justice Act 2006*, the *Local Government Public Involvement in Health Act 2007*, the *Local Democracy, Economic Development and Construction Act 2009*, the *Localism Act 2011* and the *Local Authorities (Overview and Scrutiny Committees) (England) Regulations 2012* has provided additional responsibilities on the Committee.

BACKGROUND

2. The Overview and Scrutiny Committee Work Programme 2020/21 was agreed earlier in 2020 and sets out a programme of activity that is in line with the Council's priorities.
3. This report requests the Committee to use the Overview and Scrutiny Committee Work Programme 2020/21 and Action Tracker as a tool to assist the Committee in managing its activities during the year.

Agenda Item 13

OPTIONS

4. The Committee has the option to approve, add to or remove items from the Work Programme or to ask Officers to review the position and report back on alternative options to include any new resource implications.

LEGAL IMPLICATIONS

5. There are no immediate legal implications arising from this report.

FINANCIAL IMPLICATIONS

6. There are no financial implications arising from the recommendations set out in this report. Should any of the work undertaken by Overview and Scrutiny generate recommendations with financial implications then these will be highlighted at that time.

EQUALITIES IMPLICATIONS

7. The Council has a Public Sector Equality Duty under the Equality Act (2010) to have due regard to the need to:
 - Eliminate discrimination, harassment and victimisation and any other conduct prohibited under the Act;
 - Advance equality of opportunity between people who share those protected characteristics and people who do not;
 - Foster good relations between people who share those characteristics and people who do not.

The three parts of the duty applies to the following protected characteristics: age; disability; gender reassignment; pregnancy/maternity; race; religion/faith; sex and sexual orientation. In addition, marriage and civil partnership status applies to the first part of the duty.

8. The Committee should ensure that it has regard for these duties by considering them through the course of its work. This should include considering:
 - How policy issues impact on different groups within the community, particularly those that share the nine protected characteristics;
 - Whether the impact on particular groups is fair and proportionate;
 - Whether there is equality of access to service and fair representation of all groups within the Borough;
 - Whether any positive opportunities to advance equality of opportunity and/or good relations between people, are being realised.

COMMUNICATION IMPLICATIONS

9. There are no communication implications.

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RISK MANAGEMENT CONSIDERATIONS

10. There are no risk management considerations.

CONSULTATION

11. Consultation with the Chair and Vice-Chair of the Overview and Scrutiny Committee will take place as part of the Agenda planning process of each meeting.

POLICY FRAMEWORK

12. The Committee's activities through its work programme are designed to support the corporate direction of the Council.
13. The Chair of the Committee will meet regularly with the Leader of the Council to link the Committee's work programme to the Corporate Forward Plan of business.

BACKGROUND PAPERS

Overview and Scrutiny Committee Work Programme 2020/21 report (20 February 2020)
<https://reigate-bansteadintranet.moderngov.co.uk/documents/b4841/Addendum%20-%20Overview%20and%20Scrutiny%20Committee%20Proposed%20Work%20Programme%20202021%2020th-Feb-2020%2019.30%20Ov.pdf?T=9>

ANNEXES

- Annex 1 – Future Work Programme 2020/21
- Annex 2 – Committee Action Tracker

REIGATE AND BANSTEAD BOROUGH COUNCIL:

OVERVIEW AND SCRUTINY COMMITTEE WORK PROGRAMME



Date of issue: 03 June 2020

Report Author(s)	Lead Member(s)	Officer sign off	Subject	O&S	Executive	Council	Open / Exempt	Key
11 June 2020								
<i>Luke Harvey, Project & Performance Team Leader,</i>	-	Head of Projects and Performance	Internal audit 2019/20 - annual report and opinion To receive the annual report and opinion of the Council's internal auditors.	11 Jun 2020			Open	
<i>Luke Harvey, Project & Performance Team Leader</i>	Portfolio Holder for Corporate Direction and Governance	Head of Projects and Performance, Interim Head of Finance and Assets	Quarterly Performance Report (Q4 2019/20) To consider the Performance Report for Quarter 4 (2019/20) including the Provisional Budget Outturn 2019/20 and to make any observations.	11 Jun 2020	25 Jun 2020		Open	

Report Author(s)	Lead Member(s)	Officer sign off	Subject	O&S	Executive	Council	Open / Exempt	Key
<i>Cath Rose, Head of Corporate Policy</i>	Deputy Leader and Portfolio Holder for Finance	Head of Corporate Policy	Covid-19 – Response to date and Recovery Workstreams To discuss and consider the emergency response to date and the Recovery Plan and Workstreams.	11 June 2020	28 July 2020 17 Sept 2020		Open	
<i>Catriona Marchant, Democratic Services Officer</i>	Chair of the Recovery Scrutiny Panel and Chair of the Evaluating Overview and Scrutiny Panel	Head of Corporate Policy and Head of Legal and Governance	Recovery Scrutiny Panel and Evaluating Overview and Scrutiny Panel To agree membership and constitution of the two Scrutiny Panels.	11 June 2020	28 July 2020 17 Sept 2020		Open	
<i>Catriona Marchant, Democratic Services Officer</i>	Chairman of the Overview and Scrutiny Committee	Head of Legal and Governance	Overview and Scrutiny Committee: Annual Report 2019/20 To consider the Annual Report of the Committee's work.	11 Jun 2020		24 Sept 2020	Open	
10 September 2020								
<i>Tom Borer, Policy Officer</i>	Leader of the Council	Chief Executive	Leader's Update (September 2020) To receive an update on the work of the Council and future plans.	10 Sept 2020			Open	

Report Author(s)	Lead Member(s)	Officer sign off	Subject	O&S	Executive	Council	Open / Exempt	Key
<i>Catriona Marchant, Democratic Services Officer</i>	Chair of the Recovery Scrutiny Panel	Cath Rose, Head of Corporate Policy	Recovery Scrutiny Panel To consider the Panel's feedback and a further update from officers and make recommendations.	10 Sept 2020	17 Sept 2020		Open	
<i>Catriona Marchant, Democratic Services Officer</i>	Chair of the Overview and Scrutiny Panel	Head of Legal and Governance	Evaluating Overview and Scrutiny Panel To consider the Panel's feedback and a further update from officers and make recommendations.	10 Sept 2020	17 Sept 2020		Open	
<i>Catriona Marchant, Democratic Services Officer</i>	Chairman of the Overview and Scrutiny Committee	Interim Head of Finance	Constitution of Budget Scrutiny Panel: Service and Financial Planning 2021/22 To agree the membership and constitution of the Budget Scrutiny Panel	10 Sept 2020			Open	
<i>Kirsty Jane Hill, Democratic Services Officer</i>	Portfolio Holder for Investment and Companies	Head of Legal and Governance, Interim Head of Finance and Assets	Companies Performance Update To receive an update on the performance of Council companies.	10 Sept 2020			Part exempt	

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Report Author(s)	Lead Member(s)	Officer sign off	Subject	O&S	Executive	Council	Open / Exempt	Key
<i>Luke Harvey, Project & Performance Team Leader</i>	Councillor Victor Lewanski	Head of Projects and Performance, Interim Head of Finance and Assets	Quarterly Performance Report (Q1 2020/21) To consider the Performance Report for Quarter 1 (2020/21) and to make any observations.	10 Sept 2020	25 Jun 2020		Open	
<i>Tom Borer, Policy Officer</i>	Portfolio Holder for Corporate Direction and Governance	Head of Corporate Policy	Corporate Plan Report 2015-2020 To consider the Council's performance against the Corporate Plan (2015-20).	10 Sept 2020	19 Nov 2020		Open	
<i>Pat Main, Interim Head of Finance</i>	Portfolio Holder for Finance	Head of Finance	Management of Capital Programme Consultants To consider the management of the Council's Capital Programme Consultants	10 Sept 2020			Part Exempt	
<i>Pat Main, Interim Head of Finance</i>	Portfolio Holder for Finance	Head of Finance	Medium Term Financial Plan To receive an update on the Medium Term Financial Plan	10 Sept 2020			Part Exempt	
<i>Pat Main, Interim Head of Finance</i>	Portfolio Holder for Finance	Head of Finance	Capital Strategy To receive an update and consider the Capital Strategy	10 Sept 2020			Part Exempt	

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Report Author(s)	Lead Member(s)	Officer sign off	Subject	O&S	Executive	Council	Open / Exempt	Key
<i>Pat Main, Interim Head of Finance</i>	Portfolio Holder for Finance	Head of Finance	Commercial Strategy To consider the Council's Commercial Strategy	10 Sept 2020			Part Exempt	
3 December 2020 (Budget Scrutiny Panel) date tbc								
<i>Catriona Marchant, Democratic Services Officer</i>	Chairman of the Overview and Scrutiny Committee	Interim Head of Finance and Assets	Budget Scrutiny Panel: Service and Financial Planning 2021/22 For the Budget Scrutiny Panel to (i) consider the provisional budget proposals for 2021/22; (ii) report back to the Overview and Scrutiny Committee with their findings; and (iii) make recommendations to the Executive in line with the Council's budget and policy procedure rules.	9 Dec 2020	17 Dec 2020		Part Exempt	
9 December 2020								
<i>Catriona Marchant, Democratic Services Officer</i>	Portfolio Holders - Organisation	Director of Commercial and Investment	Portfolio Holders Update – Organisation (December 2020) To receive an update on the work of the Organisation Portfolios.	9 Dec 2020			Open	

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Report Author(s)	Lead Member(s)	Officer sign off	Subject	O&S	Executive	Council	Open / Exempt	Key
<i>Catriona Marchant, Democratic Services Officer</i>	Chair of the Recovery Scrutiny Panel	Cath Rose, Head of Corporate Policy	Recovery Scrutiny Panel To consider the Panel's feedback and a further update from officers and make recommendations.	9 Dec 2020	17 Dec 2020		Open	
<i>Luke Harvey, Project & Performance Team Leader</i>	Deputy Leader and Portfolio Holder for Finance, Portfolio Holder for Corporate Direction and Governance	Head of Projects and Performance, Interim Head of Finance and Assets	Quarterly Performance Report (Q2 2020/21) To consider Council performance in the second quarter of the year with regard to Key Performance Indicators, Revenue and Capital Budget Monitoring and Risk Management.	9 Dec 2020	17 Dec 2020		Open	
21 January 2021								
<i>Ross Spanton, Community Safety Officer, Justine Chatfield, Head of Community Partnerships</i>	Portfolio Holder for Community Partnerships	Head of Community Partnerships	Annual Community Safety Partnership Scrutiny - 2019/20 To review the work of the East Surrey Community Safety Partnership in 2020/21.	21 Jan 2021			Open	
<i>Mari Roberts-Wood, Director of People</i>	Portfolio Holder for Community Partnerships, Portfolio Holder for Housing and Benefits,	Director of People	Portfolio Holder Briefing - People Portfolios To receive a briefing from the People Portfolio Holders.	21 Jan 2021			Open	

Report Author(s)	Lead Member(s)	Officer sign off	Subject	O&S	Executive	Council	Open / Exempt	Key
	Portfolio Holder for Wellbeing and Intervention							
<i>Catriona Marchant, Democratic Services Officer</i>	Chair of the Recovery Scrutiny Panel	Cath Rose, Head of Corporate Policy	Recovery Scrutiny Panel To consider the Panel's feedback and a further update from officers and make recommendations.	21 Jan 2021	28 Jan 2021		Open	
<i>Catriona Marchant, Democratic Services Officer</i>	Chairman of the Overview and Scrutiny Committee	Interim Head of Finance and Assets	Service and Financial Planning 2021/22 To consider updated Service and Financial Planning 2021/22.	21 Jan 2021	28 Jan 2021		Part exempt	
<i>Catriona Marchant, Democratic Services Officer</i>	Leader of the Council	Head of Legal and Governance	Calendar of Meetings 2021/22 To consider the proposed schedule of meetings.	21 Jan 2021	28 Jan 2021	11 Feb 2021	Open	
18 March 2021								
<i>Luci Mould, Director of Place</i>	Portfolio Holder for Neighbourhood Services, Portfolio Holder for Place and Economic Prosperity,	Director of Place	Portfolio Holder Briefing - Place Portfolios To receive a briefing from the Place Portfolio Holders regarding the Place business areas and their portfolios.	18 Mar 2021			Open	

Report Author(s)	Lead Member(s)	Officer sign off	Subject	O&S	Executive	Council	Open / Exempt	Key
	Portfolio Holder for Planning Policy							
<i>Catriona Marchant, Democratic Services Officer</i>	Chair of the Recovery Scrutiny Panel	Cath Rose, Head of Corporate Policy	Recovery Scrutiny Panel To consider the Panel's feedback and a further update from officers and make recommendations.	18 Mar 2021	25 March 2021		Open	
<i>Kirsty Jane Hill, Democratic Services Officer</i>	Portfolio Holder for Investment and Companies	Head of Legal and Governance, Interim Head of Finance and Assets	Companies Performance Update To receive an update on the performance of Council companies.	18 Mar 2021			Part exempt	
<i>Luke Harvey, Project & Performance Team Leader</i>	Deputy Leader and Portfolio Holder for Finance, Portfolio Holder for Corporate Direction and Governance	Head of Projects and Performance, Interim Head of Finance and Assets	Quarterly Performance Report (Q3 2020/21) To consider Council performance in the third quarter of 2020/21 with regard to Key Performance Indicators, Revenue and Capital Budget Monitoring and Risk Management.	18 Mar 2021	25 Mar 2021		Open	

Report Author(s)	Lead Member(s)	Officer sign off	Subject	O&S	Executive	Council	Open / Exempt	Key
<i>Catriona Marchant, Democratic Services Officer</i>	Chairman of the Overview and Scrutiny Committee	Head of Legal and Governance	<p>Overview and Scrutiny Committee: Proposed Work Programme 2021/22</p> <p>To consider the proposed work programme for the Committee for 2021/22.</p>	18 Mar 2021	25 Mar 2021	8 Apr 2021	Open	
To be scheduled								

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Action tracker - Overview and Scrutiny Committee 2020/21 – Updated 1 June 2020

Meeting 2019/20	Subject and request	Action	Who	When	Completed and Archived
20 Feb 2020	Item 6 – Portfolio Holder Briefing – Place Portfolios	Supporting local businesses – it was noted that 37 business support grants worth £36,978 had been awarded since April 2019 to help local businesses. Members asked for a written response giving more detail on how the grants had been used by local businesses.	Request to officers (Simon Bland)	Completed	Email on full year of business grants sent to Members on 1 June 2020.
20 Feb 2020	Item 6 – Portfolio Holder Briefing – Place Portfolios	Borough boundary road signs – Members referred to the 'Welcome to Reigate and Banstead Borough Council' Borough Boundary road sign on the northern carriageway A217 which needed repairs. Members asked if the Strategic Head of Neighbourhood Services could follow-up this request.	Request to officers	Completed	Quote being obtained for replacement/repair of Borough boundary sign.
20 Feb 2020	Item 6 – Portfolio Holder Briefing – Place Portfolios	Wildflower verges – Members asked for more information on the planned wildflower planting sites which would be supplied in a written answer to the Committee.	Request to officers (Morag Williams)	In progress	
23 Jan 2020	Item 5 – Portfolio Holder Briefings – People Portfolios	Harlequin theatre – Members requested information on the box office financial takings.	Request to officers	In progress	

17 Dec	Item 5 – Budget Scrutiny Panel Report: Service and Financial Planning 2020/21	Trust Funds – Members asked officers to confirm the actions necessary to gain approval to spend capital sums relating to the Reigate Baths Trust Fund and Commons Trust. Officers to report back with the outcome and options.	Request to officers	In progress	Collection work on the trust documents is on-going and once available they will be reviewed by Head of Legal and Governance.
17 Oct	Item 6 – Portfolio Holder Briefing – Organisation Portfolios	Procurement – Members requested sight of the review report of the procurement and contract management processes and its recommendations when completed.	Request to officers	Completed	A summary of the RBBC Procurement Review was emailed to O&S Members on 17 March 2020.
17 Oct	Item 9 – Future Work Programme – October 2019	Projects Reporting – Members requested further detailed project and programme information to understand the current performance of the major development projects: Marketfield Way, Cromwell Road, Lee Street and Pitwood Park. This followed a written response emailed to Committee Members on 15 October 2019.	Request to officers	Completed	A set of monthly theme dashboards that are shared with Portfolio Holders are now made available to all Members via ModGov intranet Library.